

## High School – Library Clerk – North Campus

### General Statement of Responsibilities:

To provide a well-organized smoothly functioning library environment in which students can take full advantage of the materials and technology available.

### Responsibilities:

- Assist students and teachers with locating books and equipment
- Keep the library open and running in the absence of the librarian
- Process and shelve new materials (i.e. books, videos, CD-ROMS, DVDs, audio-visual equipment)
- Assist librarian in preparing annual reports
- Assist with annual inventory, which requires lifting, bending, stooping, and pushing heavy carts of books
- Re shelving of materials, which requires lifting, bending, stooping, and pushing heavy carts of books
- Assist in maintaining collection of material records via library management software
- Student/faculty data input and maintenance
- Maintain and oversee the use of the laminator, library computers and printers, and variety of equipment
- Be able to assist students and teachers with technology and software available for use in the library or checked out of the library. This would include general software programs such as Microsoft Word, Power Point, Excel, and electronic database subscriptions offered by the library
- Assess and collect overdue book fines and prepare deposits as needed. Print all notices to patrons regarding over dues and fines
- Be able to set up and operate a variety of audiovisual and computer equipment. This would require the ability to lift, bend, stoop, and push carts of equipment. (See lifting minimum above)
- Assist in setting up and maintaining displays
- Assist in supervising students using the library
- Assist in giving mini-lessons to classes on use of online catalog, online database subscriptions, and availability of library resources
- Become familiar with collection to assist librarian with recommendations of titles to individual students and to point patrons to the right area of collection
- Perform other duties and responsibilities as assigned by principal and/or the librarian

### Mental Demands/Physical Demands/Environmental Factors:

- **Tools/Equipment Used:** Standard office equipment including computer and peripherals; standard instructional equipment
- **Posture:** Moderate standing; occasional kneeling, squatting, bending, and stooping
- **Motion:** Moderate walking
- **Lifting:** Regular light lifting and carrying (less than 40 pounds)
- **Environment:** Work inside and outside (exposure to sun, heat, cold, and inclement weather); exposure to noise
- **Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

**Qualifications:**

- **In/Out of District**
- High School Diploma/GED
- Computer skills preferred
- Be able to lift 40 lbs.
- Such additional qualifications as the Board may find appropriate and acceptable

**Other Information:** Fingerprinting: All potential candidates must adhere to and meet the requirements set forth in **Texas Education Code (TEC), Chapter 22, Subchapter C prior to employment**

**Apply To:** Applicants are required to fill out an online application at [www.dpsid.org](http://www.dpsid.org) and attach/mail an updated resume and copy of college/university transcripts to the Human Resources Department.

**Start Date:** Effective Immediately

**Salary:** 2025-2026 Paraprofessional Clerical Pay Schedule PG 3

**Days:** 183

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required.

I have read and understand the responsibilities and duties of this position as outlined above.

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Printed Name

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Signature

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Date