GALENA CITY SCHOOL DISTRICT

Position: Resource Room Coordinator

Location: I.D.E.A. Field Office

Reports to: Site Administrator

Classification: Classified

Work Year: 260 days

Salary: Range 8

Summary or Purpose:

The Resource Room Coordinator is responsible for the organization and maintenance of the resource room. The resource room coordinator must also assist families and personnel in locating and lending necessary materials within the resource room.

Qualification Requirements:

- Minimum Education –High School Diploma
- Previous Library Experience preferred
- Positive Interpersonal Skills
- Strong Clerical Skills
- Demonstrate Computer Skills
- Knowledge of Home Schooling Education models preferred
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable

Performance Responsibilities:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Maintain a professional dress code.
2. Must be punctual.
3. Make visitors feel welcome and comfortable while in the resource room.
4. Assist staff and families in locating resources.
5. Maintain tracking of materials checked out of the resource room.
6. Complete appropriate paperwork for returned materials.
7. Manage items for sale in resource room (pricing, sorting, shelving materials, etc).
8. Maintain current library collection system.
9. Respond to phone calls, e-mails, communicator and webhelpdesk tickets in a timely manner; Communicate with families and staff.
10. Assisting Director and/or local field representative with special projects such as graduation, curriculum fair.
11. Perform other duties as assigned.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is regularly required to sit; stand; walk; use hands to finger, handle, or feel objects, tools, controls; and reach with hands and arms. The employee frequently is required to stoop, kneel, crouch, or crawl and talk and hear. The employee is occasionally required to climb or balance.

The employee must regularly lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Environmental Conditions

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is occasionally required to travel to other cities around the state. The employee must be willing and able to fly in small and large commuter planes.

The noise level in the work environment is usually low to moderate.