

5. Prepare bulletin boards and displays and assist the librarian in preparing instructional materials.
6. May read to small groups of students and listen to individual students read aloud.
7. Communicate with district staff using districts' LAN (Local Area Network) and WAN (Wide Area Network).

Accounting and Inventory

8. Operate the media center automated circulation system.
9. Collect and maintain records of student fines and prepare parent notification as needed.
10. Receive and process books, materials, and equipment and reconcile with packing slips and invoices.
11. Repair books, magazines, materials, and equipment or process for repair at outside facilities (e.g., bindery).
12. Perform routine maintenance on audiovisual equipment.
13. Assist in the annual inventory and weeding of library media center materials.

Clerical Support

14. Maintain physical and computerized files, including card catalog, vertical file materials, and publisher catalogs.
15. Prepare bibliographies, forms, purchase orders, requisitions, and routine correspondence using personal computer or typewriter.
16. Assist librarian in keeping administrative records and preparing required reports.

Student Management

17. Supervise students and assist librarian and teachers to maintain student behavior and maintain an orderly atmosphere.
18. Perform assigned student monitoring duties.

Other

19. Maintain confidentiality.
20. Supervise library operation in absence of the librarian.
21. Assist with the supervision of parent volunteers and student aides.



22. Assist and perform duties as assigned related to the efficient operation of the school.
23. Demonstrate punctuality and regular attendance.
24. Ensure that dress and grooming is clean, neat, in a manner appropriate for the assignment, and in accordance with any additional standards established by the supervisor and approved by the Superintendent.

Supervisory Responsibilities:

None.

Equipment Used:

Typewriter, personal computer, printer, and copier

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Work with continuous interruptions. Maintain emotional control under stress. Climbing, stretching, and frequent lifting of books, boxes, and audiovisual equipment.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of responsibilities, duties, and skills required.

AN EQUAL OPPORTUNITY EMPLOYER

We consider applicants for all positions without regard to race, color, national origin, age, religion, sex, marital status, veteran or military status, disability, or any other legally protected status.

TERMS OF EMPLOYMENT: Salary to be established in accordance with state and local requirements.

EVALUATION: Performance of this job will be evaluated annually in accordance with the Board's policy on evaluation of personnel.

I have reviewed, agreed to and received a copy of my job description as an employee of the George West Independent School District.

Signature: _____

Date: _____

