

Isle of Wight County School District

Position Specification

Title: Library Assistant

Division: Instruction

FLSA: Non-exempt

General Statement of Job

Performs intermediate paraprofessional work assisting students and teachers in school libraries and media center.

Specific Duties and Responsibilities

Essential Functions:

The following duties are representative for this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Assists students and teachers in providing library and media center services; assists with book and material processing; entering data; maintaining records and files;
Provides assistance to teachers and students in the selection, location and use of program, research and educational materials and supplies;
Checks books, filmstrips, records, cassettes, magazines and other materials in and out of library and media center;
Distributes and ensures proper care and maintenance of audio-visual equipment; troubleshoots technology problems;
Processes books, other library and media materials and films;
Performs routine repair and maintenance on collections; maintains inventory on audio-visual equipment;
Re-shelves returned books, magazines and other library material;
Compiles overdue book list and equipment circulation records and requests;
Performs a variety of clerical tasks including typing, data entry, reception, filing, copying, mailing, etc.; monitors and supervises media center when Librarian is absent;
Ensures media center is neat and orderly;
Facilitates news broadcast; stamps, labels and bar-codes new books;

Enters a variety of data and records into computer system; prepares reports on circulation and related library issues;
Performs related work as required.

Education and/or Experience

High School. A comparable amount of training and experience may be substituted for the minimum qualifications.

Certificates, Licenses, Permits: None.

Knowledge, Skills & Abilities

Knowledge of the practices, methods and equipment used in a library and audio visual programs and activities.

Skill in effectively communicating and interacting with other employees and the public.

Ability to type accurately at a reasonable rate of speed; operate a computer and word processing equipment; learn diverse tasks and adhere to prescribed routines; perform routine record keeping; and, establish and maintain effective working relationships with faculty, parents, students and associates.

Performance Factors:

Interaction with Others: Ability to communicate clearly and to develop and maintain positive interpersonal skills. Ability to be flexible to meet changing requirements. Ability to demonstrate sensitivity among diverse populations.

Concentration: Ability to maintain workflow in a variety of environments and situations. Ability to manage multiple tasks.

Stressful Circumstances: Ability to produce quality work when short or unexpected deadlines are given relative to a project that may be in process. Ability to maintain composure in challenging situations.

Independent Judgment: After receiving an assignment is able to complete work tasks without constant and precise direction.

Organizational Skills: Ability to establish priorities; manage multiple tasks; and deliver a quality work product by a designated deadline.

Decision Making: Ability to make appropriate decisions.

Attention to Detail: Ability to recognize errors that detract from the accuracy of a work product.

Public Contact: Ability to communicate professionally and effectively, both verbally and in writing. Ability to demonstrate professionalism while interacting with others and to maintain positive working relationships.

Attendance and Dependability: Ability to be depended on for punctuality and faithful attendance. Ability to complete work in a timely, accurate manner and to be conscientious about work performance.



JOB TITLE: Library Assistant

DEPARTMENT: Instruction

ESSENTIAL ELEMENTS – JOB FUNCTIONS ASSESSMENT

Physical Requirements:

- ☒ Stamina
- ☒ Seeing-General
- ☒ Close Vision
- ☒ Color Perception
- ☒ Hearing/Listening
- ☐ Clear Speech-Simple
- ☒ Clear Speech-Complex
- ☒ Touching
 - ☒ Dexterity
 - ☒ Hand
 - ☒ Finger
- ☐ Smelling
 - ☐ Smoke
 - ☐ Food
 - ☐ Cleanliness
- ☐ Tasting
- ☒ Walking
- ☒ Lifting
- ☒ Pushing
- ☒ Pulling
- ☒ Typing
- ☐ Climbing Flights
- ☒ Carrying
- ☒ Kneeling
- ☒ Stooping
- ☒ Bending
- ☒ Sitting
- ☒ Flexibility
 - ☒ Upper Body
 - ☒ Lower Body
- ☐ Running Distance

- ☒ Standing
- ☐ Driving

Stress Factors:

- ☒ Repetition
- ☒ High Pressure
- ☐ Hazards
- ☒ Fatigue
- ☐ Boredom

Work Environment:

- ☒ Works Alone
- ☒ Works with Others
- ☒ Works around Others
- ☒ Verbal Contact with Others
- ☒ Face-to-Face Contact
- ☐ Shift Work
- ☒ Inside
- ☐ Outside
- ☐ Confined Areas
- ☐ Extreme Heat/Cold
- ☐ Temperature Change
- ☐ Wet and/or Humid
- ☐ Noise
- ☐ Vibration
- ☐ Mechanical Equipment
- ☐ Electrical Equipment
- ☐ Pressurized Equipment
- ☐ Burning Materials
- ☐ Moving Objects
- ☐ High Places

- ☐ Fumes/Odors
- ☐ Dirt/Dust
- ☐ Gases

Mental Requirements:

- ☐ Reading-Simple
- ☒ Reading-Complex
- ☐ Writing-Simple
- ☒ Writing-Complex
- ☒ Clerical
- ☒ Memorization
- ☒ Analyzing
- ☒ Perception
- ☒ Judgment
- ☒ Decision-Making

Equipment:

- ☒ Computer
- ☒ Keyboard
- ☒ Telephone
- ☒ Calculator
- ☒ Fire Alarm
- ☐ Switchboard Console
- ☒ Television Monitor
- ☐ Kitchen Appliances
- ☐ Vacuum Cleaner
- ☐ Maintenance Tools

Other:

- ☐ Laundry Equipment

I acknowledge receipt of this document.

Signature

Date