



LANSING SCHOOL DISTRICT #158
Learning Resource Center Aide/Clerk

JOB SUMMARY: District 158 is seeking a Learning Resource Center (LRC) Clerk to assist in the maintenance and operation of a school library by performing varied clerical duties and assisting students in the selection and location of library materials; must be familiar with library function, organization, and services, and be able to work independently without immediate supervision and to perform related work as required.

REPORTS TO: Building Principal or Designee

FLSA STATUS: Non-Exempt

DUTIES AND RESPONSIBILITIES: The list below is meant to be illustrative, rather than inclusive. Accordingly, the list is not meant to be restrictive on the work which can be assigned the employee.

- Assists students in selecting books and other library materials and in using catalogs and reference materials and performing computer searches.
- Receives and process new books and materials.
- Sends notices of overdue materials.
- Maintains current shelf lists.
- Research information requested by staff members.
- Opens and closes the library.
- Recommends library acquisitions.
- Performs such other tasks as may be assigned by the principal or his/her designee.

REQUIRED SKILLS:

- Excellent verbal and written communication skills.
- Excellent interpersonal skills with a proven ability to maintain professionalism and tact in high-stress situations.
- Excellent organizational skills and attention to detail.
- Creative analytical and problem-solving skills.
- Proficient with Microsoft Office Suite or related software.
- Work within a school library.
- Operate a keyboard.
- Use library catalogs, computer searches, and other reference materials.
- Learn and apply library rules, regulations, and policies.

- Maintain files and keep records, both in written and computer form.
- Work with numerical and/or alphabetical filing systems.
- Work cooperatively with others.

EDUCATION AND EXPERIENCE:

- High School Diploma
- Demonstrated aptitude for the work to be performed.

PHYSICAL REQUIREMENTS:

- Prolonged periods of standing and moving throughout the building.
- Able to lift heavy cartons and boxes, up to 60 lbs.

The above is a non-exhaustive list of duties. The employee is expected to perform various tasks as necessitated by the changing role within the organization as well as the overall objectives and needs of Lansing School District 158.

Lansing School District #158 is an equal opportunity employer and affords equal opportunity to all applicants for all positions without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.