



## INSTRUCTIONAL ASSISTANT, LIBRARY

Rev. July 2025

**Job No.:** 6303  
**Reports to:** Principal  
**Dept./Campus:** Campus

**FLSA Status:** Non-exempt  
**Pay Grade:** 603  
**Term:** 189 Days

### PRIMARY PURPOSE:

To assist in providing a well-organized, smoothly functioning library environment in which teachers and students can take full advantage of the librarian's instructional role and resources available through the library. To assist in the preparation and management of library activities and administrative task requirements. Work under the supervision of a certified librarian.

### MAJOR RESPONSIBILITIES AND DUTIES

- Assist in daily come-and-go library traffic and activity; providing guidance in use of library resources and services to students and staff, affording maximum opportunity for the librarian to teach and work with classes and collaborate with teachers.
- Provide, supervise, or coordinate circulation activities, including check in and out, shelving, placing holds, requesting and filling interlibrary loans.
- Use all features of library automation software except those restricted at the district level for librarian use only.
- Process new library materials, add both record and holdings level information to the library database.
- Assist with planning and implementing library programming, displays and publicity.
- Supervise and train adult volunteers and student aides.
- Assist in set-up, maintenance, scheduling, circulation and troubleshooting of technology and AV equipment.
- Assist with cash handling activities such as fines for lost or damaged books and book fairs.
- Find, add, and edit MARC catalog records for use in library database.
- Assist with budget management, order processing and related paperwork (filing/copying/distributing, reconciling budgets, PO/budget data entry, etc.).
- Assist with group and individual instruction on, and use of, print and electronic library resources.
- Assists in the daily come-and-go library activity and providing guidance in use of library resources and services to students and staff, providing the librarian maximum opportunity to teach/work with classes and collaborate with teachers.
- Assists with circulation activities, including check in/out, shelving, holds and interlibrary loans.
- Use catalog search, circulation, patron, inventory, and basic reporting features of library automation software.
- Process new library materials and add basic holdings level information to the library database.
- Uphold and enforce school rules, administrative regulations, and state and local board policy.
- Assist in planning and implementing library programming, displays and publicity.
- Assist in maintaining a neat and orderly library, including caring for all equipment in the library.
- Assist in setup, maintenance, scheduling, circulation and troubleshooting of technology and AV equipment.
- Assist with cash handling activities such as fines for lost/damaged books and book fairs.
- Participate in in-service training programs, faculty meetings, and special events, as needed.
- Supervise library when Librarian is attending scheduled meetings.
- Demonstrate regular and prompt attendance to ensure a consistent focus on student learning.

All LISD employees are expected to maintain an extreme degree of confidentiality by following the *Family Educational Rights and Privacy Act (FERPA)* for student information and the *Health Insurance Portability and Accountability Act of 1996 (HIPAA)* for employee and student information.



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- Perform other duties as assigned.

### SUPERVISORY RESPONSIBILITIES

- None.

### GENERAL QUALIFICATION GUIDELINES

#### Education/Certification/Experience:

- Graduation from an accredited high school or GED.
- Experience in administrative support work in an office setting, preferably in a public education environment.
- Graduation from an accredited high school or GED. Some college preferred.
- Successful completion of Academic Assistant (ACC, Region 13 or LISD Local Assessment) or current TEA issued Educational Aide Certificate – obtainable after hire (\$32 fee requirement).
- Some experience working with children preferred

#### Knowledge/Skills/Abilities:

- Ability to communicate effectively; manage multiple priorities and projects; use computer and application software; work well within a team; and write short correspondence/memos.
- Knowledge of library automation systems.
- Skill in basic troubleshooting skills of computers, laptops, document cameras, multimedia projectors, and DVD players.
- Ability to communicate effectively and maintain confidentiality; multi-task and manage multiple projects; use computer and application software; and work well with students, staff, and parents.

#### Mental/Physical/Environmental Demands:

*The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.*

- Needs to occasionally move about inside the library to access books and other instructional materials.
- Frequently communicates with other employees or students.
- Must be able to exchange accurate information.
- May be required to lift 30 pounds unassisted.
- Ability to understand, remember, and communicate routine, factual information.
- Ability to organize and prioritize own work schedule on short-term basis.
- Ability to make decisions which have moderate impact on immediate work unit.
- Ability to compose letters, outlines, memoranda, and basic reports and/or to orally communicate technical information.
- Ability to communicate with individuals utilizing a telephone, computer or other electronic device.
- Use standard office equipment including personal computer and peripherals.
- Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting.
- Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching.
- Work with frequent interruptions.
- Maintain composure and professionalism at all times.
- Ability to understand, remember and apply oral and/or written instructions or other information.

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- May be exposed to outdoor weather conditions during portions of workday.
- Needs to move about inside the classroom or campus to monitor students as necessary.
- May be exposed to outdoor weather conditions during portions of workday.
- Frequently standing, stooping, bending, pulling, and pushing.
- Frequent movement of small stacks of textbooks, media equipment, desks, and other classroom equipment.
- Occasional requires lifting up to 25 pounds.
- Work with frequent interruptions.
- May be exposed to outdoor weather conditions during portions of workday.
- Maintain composure and professionalism at all times.