



## Para-Professional - Job Description

**Job Title:** Clerk II - Library Clerk  
(Middle, High)

**Pay Grade:** SA 02

187: Min \$18,850/Mid \$23,652/Max \$28,274

197: Min \$19,858/Mid \$24,822/Max \$29,786

202: Min \$20,362/Mid \$25,452/Max \$30,542

**Position subject to availability of Federal Funds**

**Reports To:** Librarian and Principal

**FLSA Status:** Non-Exempt

**Dept./School:** Campus assigned to

**Minimum Duty Days:** 187/197/202 days

### Primary Purpose:

Provide a well organized, smoothly functioning library environment in which students can take full advantage of the materials available. Assisting students identified as at-risk of dropping out of school based on state defined criteria, including, but not limited to district-wide student drop-out prevention and recovery strategies.

### Minimum Requirements:

- High school diploma or GED.
- One year experience working with children.
- One year of clerical experience.

### Preferred Requirements:

- Completion of an Associate degree or higher from an accredited institution **OR** 48 college semester credit hours from an accredited institution.

### Special Knowledge/Skills:

- Proficient in keyboarding, and file maintenance skills.
- Ability to file books following district cataloging system.
- Effective communication and interpersonal skills.
- Ability to work well with students and staff
- Proficient in computer skills.

### Major Responsibilities and Duties:

1. Provides individual instruction to students at-risk of not meeting state standards and implementing district-wide initiatives to improve reading comprehension.
2. Assist in preparation of literacy events involving parents and community members.
3. Assist at-risk students in using library media center resources including computers and audiovisual equipment as a tool to enhance learning.
4. Receives, reviews, and verifies magazines and newspapers delivered to the library.
5. Makes repairs on damaged books and library materials.
6. Monitors attendance in the library and keep daily attendance records.
7. Daily shelving and straightening of shelves.
8. Prepares current magazines for shelving and maintain the back issues stacks.
9. Assists teachers in providing materials to be used during lessons included in our district curriculum.
10. Assists in preparing statistical reports from the physical inventory for the end-of-year report.

11. Assists with I.D. pictures and collecting money for this project (if applicable).
12. Stores and handles of valuable equipment in A/V Room and keeps the master list up-to-date.
13. Prepares and displays visuals such as bulletin boards, book displays to help at-risk students make connections to real world experiences.
14. Assists in opening the library in the mornings.
15. Binds periodicals for periodical room and maintains periodical circulation and statistics.
16. Laminates resource materials (if applicable).
17. Helps maintain the general neatness and attractiveness of the library and its displays.

**Accounting and Inventory:**

18. Operates the media center automated circulation system.
19. Prepares the library delinquent list of students with lost or overdue books, write notices to their homeroom teachers, collects money, write/prints receipt for lost books, and calls their parents.
20. Receives and process books, materials, and equipment and reconcile with packing slips and invoices.
21. Performs routine maintenance on audiovisual equipment.
22. Assists in the annual inventory and weeding of library media center materials.

**Clerical Support:**

23. Assists Librarian in preparing forms, order requisitions, and routine correspondence.
24. Assists Librarian in preparing required reports.

**Attendance and Punctuality:**

25. Arrives to work on time.
26. Notifies of delayed arrival or early dismissal.
27. Depended upon to be at work every day.
28. Works at designated work area.

**Other:**

29. Provides assistance in the operation of the Library in the absence of the Librarian.
30. Establishes and maintains a climate that demonstrates respect and dignity for all people and for all areas for which this individual is responsible.
31. Performs such other duties as may be assigned.
32. Participates in staff development training including Technology to improve job performance, faculty meetings, and special events.

**Supervisory Responsibility:**

None

**Equipment Used:**

Copier, telephone, audiovisual equipment, laminating machine, scanner, digital camera, document camera, multi-media projector, I-D machine

**Mental Demands/Physical Demands/Environmental Factors:**

- Maintain emotional control under stress
- Work with frequent interruptions
- Moderate lifting and carrying
- District/State wide travel
- Exposure to biological hazards
- Prolonged sitting, standing, and walking
- Hearing, speaking clearly
- Working alone
- Working prolonged or irregular hours

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*The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.*

*I hereby acknowledge that I have received a copy of my job description and understand its content.*

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**Employee Name (print)**

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**Employee Signature**

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**Date**