

Mt. Lebanon School District	
Job Description	
Position	Library Clerk High School Rev. 2025
Classification	Exempt
Salary & Benefits	In accordance with the current collective bargaining agreement between the Mt. Lebanon School District and the Mt. Lebanon Education Support Association
Work Hours/Year	According to the School Calendar approved and published by the Board of School Directors and in accordance with the current collective bargaining agreement between the Mt. Lebanon School District and the Mt. Lebanon Education Association
Reports To	High School Principal
Summary The High School Library Clerk supports the daily functioning of the high school library and provides clerical and administrative support to the librarian. The position supports the supervision of student behavior during study halls, lunch periods, and before/after school. The position assists students and staff with library services, materials, and resources. The High School Librarian Clerks must have strong organizational and communication skills, the ability to successfully prioritize work/projects, attention to detail, flexibility, effective time management, and the ability to multitask in a fast-paced educational environment.	
Essential Functions • Supports the daily functioning of the high school library. • Provides clerical and administrative support to the librarian. • Supervises student behavior during study halls, lunch periods, and before/after school. • Assists students and staff with library services, materials, and resources. • Circulates print and electronic materials to include check-out/check-in of library materials and shelving/ reshelving of library materials in a timely manner. • Assists library operations at the circulation desk. • Answers phone and assists with the in-person needs of students and staff. • Monitors students entering and exiting the library. • Oversees room and class bookings on digital schedule. • Records and reports daily period-by-period attendance in the student information system. • Enters monthly and annual student attendance reports, class usage reports, circulation reports for library materials, overdue notices to student and parent email accounts, and monthly student deficiencies for overdue materials in the student information system.	

- Maintains and updates library materials and catalog records to include labeling, covering and barcoding of library print materials to be shelf-ready.
- Organizes library materials by genre classification.
- Maintains electronic library records in software.
- Mends or discards damaged or obsolete items and organizes and manages shipments of books for donation.
- Unpacks, shelves and boxes incoming/outgoing instructional materials.
- Conducts periodic inventory of materials by scanning and recording appropriate sections for library inventory and running inventory reports to rectify missing items from the collection.
- Supports students and staff by providing assistance with locating library materials, online databases, and internet resources.
- Supports students with research and reference tasks under librarian supervision.
- Assists teachers with library use procedures, pulling requested resources from staff, and organization and display of materials
- Assists with organizing Chromebook loaner distribution, distributes loaner Chromebooks as requested and track and report to the Technology Department loaner Chromebook issues.
- Provides support with library computers, printers, digital tools and troubleshoots minor tech issues or refers to the issue to the Technology Department.
- Operates library software for cataloging and cross-referencing materials and assists with online card catalog maintenance.
- Replenishes supplies of library copiers and printers.
- Answer phones, assists with general inquiries, greets and assists visitors.
- Receives, sorts, and distributes mail.
- Sends overdue notices via email and communicates deficiencies.
- Maintains and tracks library records and usage data.
- Supports the librarian with budgetary matters.
- Creates and processes supply orders, performs online ordering, stocks and organizes supplies when delivered.
- Coordinates with teachers and school staff to support the curriculum, communicates with vendors and public libraries as needed, attends staff meetings and participates in training sessions with other support staff.

Qualifications

- Associate or Bachelor's Degree and/or comparable experience and personal characteristics that reflect excellent record keeping and secretarial skills, organizational ability, broad knowledge of administrative functions, and personal relations skills.
- 3-5 years of demonstrated secretarial, clerical or office support experience or an equivalent combination of experience and training.
- State mandated renewable background clearances and trainings for employment in PA public schools.

Competencies

- Must possess excellent verbal and written communication skills, public speaking and presentation skills.
- Must possess excellent interpersonal skills including active listening skills and the ability to communicate clearly and professionally with students, parents and other District employees.
- Must possess excellent customer service skills and the ability to establish and maintain effective working relationships with Board members, staff, and the school community.
- Must possess knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.
- Must be able to perform duties with awareness of all district requirements and School Board policies.
- Must be able to work in an environment with frequent interruptions.
- Must be able to think critically, exercise good judgement, and work under a high level of stress as it pertains to the job.
- Must be organized and detail-oriented.
- Must be able to manage multiple priorities and competing deadlines.
- Must be able to learn and apply new skills, especially technological skills.
- Must be able to think creatively, analyze, and solve problems.
- Must appropriately handle confidential information.

Work Environment

Standard office setting including standard office equipment (fax, copier, phone, computer, etc.). The noise level is usually low to moderate, but may be high during peak office traffic periods. Will perform some duties in various District buildings consisting of typical school classrooms and other academic and non-academic settings within the school building (library, cafeteria, auditorium, gymnasium, etc.).

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The information contained in this job description is not an exhaustive list of the duties performed for this position. Additional physical demands and duties may be assigned.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand, walk, move throughout the building, sit, stoop, kneel or crouch, reach above and

below the waist, grasp objects, and operate a computer or other mobile device. The employee may be required to lift, carry, push, and/or pull objects up to 25 lbs. The employee must possess sensory abilities including speech, visual and auditory acuity. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Disclaimer

Duties, responsibilities, and activities described may change, or new ones may be assigned, at any time, with or without notice.

Mt. Lebanon School District is an Equal Opportunity Employer

The District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.