

**BAY VILLAGE CITY SCHOOL DISTRICT  
JOB DESCRIPTION**

**Title:** Library Assistant **File 506 B**

**Reports to:** Director of Technology

**Contract:** OAPSE contract; 204 days

**Minimum Qualifications:**

- Certificate as required by the State Board of Education. Two years of college at a state-approved institution (48 semester hours or 60 quarter hours), an Associate's Degree, or have already passed the "ParaPro Praxis Exam for Paraprofessionals" as required by No Child Left Behind.
- Knowledge of library organization and technical processes: computer/clerical skills, communication and interpersonal skills and child-centeredness.
- Meets all legally mandated health requirements.
- Provides documented evidence of a clear criminal record as required by law.
- Proficient in use of technology such as Internet, e-mail, Google apps, and willing/able to gain proficiency in library related software and technology.

**Essential Job Functions:**

The following duties are representative of performance expectations. A reasonable accommodation will be made to enable a qualified individual with a disability to perform essential functions.

**Multimedia Responsibilities:**

- Ability to use and assist staff and students with tech-related equipment including but not limited to Chromebooks, laptops, desktop computers, interactive boards, Projectors, and related technology.
- Assist with check-out of staff and student technology equipment, books and related library inventory.
- Work in cooperation with the district librarian and Director of Technology to fulfill the responsibilities of recommending equipment purchases, maintaining, and repairing audio visual equipment.
- Ensure procedures and policies for effective and efficient use of audio visual equipment are followed.
- Where appropriate, assist staff, and students to effectively use and properly care for technology-related equipment.

**General Library Responsibilities:**

- Provide a well-organized, smoothly-functioning, effective school library program and an environment in which students can take full advantage of the variety of forms of information available within the school library and from outside sources.
- Help maintain an atmosphere conducive to learning and good citizenship by monitoring student behavior according to established school and/or library policies.
- Serve the students with check out/return of resources, fines and other clerical matters.

- Promote and assist students and staff with the usage and or locating of school library resources and outside sources for their educational program.
- Assume general clerical duties, supply maintenance and related purchase orders.
- Circulate materials to students and staff, maintaining the Circulation system for print and non-print materials usage.
- Maintain the Library's print and non-print collections including stack reading, withdrawing items as directed, inventorying of materials and supplies and performing repairs as needed.
- Oversee the general neatness and attractiveness of the Library, maintaining a welcoming learning and testing environment.
- Orient students to the Library and digital student databases including: INFOhio Resources; CQ Researcher; Gale Resources; NoodleTools; OCIS, etc.
- Maintain an ongoing schedule for the use of library facilities.
- Assist in the design and reconfiguration of the Library as requested for special events, testing, projects and meetings.
- Assist with Library budgeting, preparing and communicating recommendation for expenditures of available funds for materials and equipment, utilizing cooperative and negotiated discount options and research pricing to ensure cost effective purchasing.
- Collect and maintain accurate data in order to compile statistical, financial and administrative reports as required.
- Assist with Library processing and cataloging of new books, periodical, non-print material according to district guidelines.
- Assist students with the use of CPU and laptop computers and other technology within the scope of the library, involving the Technology Department as needed.
- Assist students with establishing and resetting general passwords for school software and resources.
- Assist students and staff with software and research including troubleshooting software, internet and hardware problems.
- Prepare and communicate recommendations for expenditures of available funds for resource materials and equipment.
- Utilize cooperative and negotiated discount options and research pricing to ensure cost effective purchasing.
- Assist staff and administration with standardized testing.
- Assist with the production of instructional materials to support classroom instruction.
- Perform preventive maintenance and minor repairs on the Library print collection, securing professional services when needed.
- Prepare the library for annual closing and openings.
- Attend continuing education and material selection seminars and report information to the immediate supervisor who approves said purchases.
- Reports evidence of suspected child abuse as required by law.
- Perform other such duties as the District Librarian or building principal deems necessary in fulfilling the responsibilities of the Library.

### **Specific Bay High School Library Responsibilities:**

- Serve as an integral member of the BHS Chromebook support team.
- Compile and circulate overdue book notices and Chromebook fees/fines.
- Create and install Library Display Cases and bulletin board displays.
- Laminate items submitted by teacher/staff.
- Work with BMS staff to produce posters for BHS staff.
- Assist with training other Library Staff in regards to all the responsibilities and duties highlighted in this position description.

### **Working Conditions:**

The following situations are examples of possible working conditions that may range from remote to frequent based on circumstances and factors that may not be predictable.

- Potential for exposure to blood borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.
- Duties may require considerable telephone and computer use and the processing of paperwork.
- Duties may require performing activities that include standing, bending, reaching, kneeling, and/or crouching.
- Duties may require lifting, carrying, and/or moving work-related supplies and equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require working under time constraints to meet deadlines.
- Duties may require working during the evening.
- Duties may include communicating needed assistance to assigned aides and volunteers.

### **Performance Evaluations:**

Job performance is evaluated according to the policy provisions adopted by the Board of Education and contractual agreements.

- *This job description identifies general responsibilities and is not intended to be a complete list of all duties performed.*
- *This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, program/curriculum changes and unforeseen events.*
- *The Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age, or disability.*