

FNSBSD JOB DESCRIPTION	
<i>Job Title:</i> Library Assistant	
<i>Supervisor:</i> Building Principal/Administrator	<i>Classification:</i> Classified (ESSA)
<i>Days/Months:</i> 10 months	<i>Grade:</i> 6

Job Summary

The library assistant supports the secondary librarian in maintaining the library and assisting students and staff in the effective use of library resources.

Essential Job Functions

Assists students and staff with all available library resources including locating information through the use of the automated catalog, print resources and online databases.

Assists students and staff with District- and school-supported software applications and equipment, including the student information systems software and FILE, as well as a variety of web-based applications on both Mac and PC platforms.

Assists students and staff with the use of library computers and related multi-media and audio-visual (AV) equipment, and, when possible, troubleshoots problems with equipment prior to submitting work orders.

Performs preliminary automated cataloging and processing of newly acquired library materials

Assists in maintaining accurate circulation records and statistics.

Checks-in and shelves materials in proper order.

Arranges for library material holds and inter-library loan requests and tracks library materials through the automated circulation system.

Assists with the preparation of overdue notices for library materials.

Performs inventory of all library materials as directed by the secondary librarian.

Assists with displays and other special events.

Supervises student library aides and volunteers in the absence of the secondary librarian.

Repairs damaged books and provides maintenance when required.

Helps to maintain a friendly and cooperative atmosphere for students and staff.

Non-Essential Job Functions

Performs other job-related duties as assigned.

Equipment Used

Mac and PC computers, printers, copiers, multi-media projectors, digital and analog AV equipment, scanners, and laminating machine.

Independent Decisions

Some independent judgment allowed within scope of job, verifying course of action with the secondary librarian, building principal, and/or director of library media services as needed.

Primary Working Contacts

Students, school and District administration, staff, and volunteers.

Responsibility for Cash, Equipment, Safety

Normal care in handling various library equipment, shelving, and maintaining library materials.

Supervision Received and Exercised

Provides supervision to volunteers and student library aides in the absence of secondary librarian; receives supervision from the building principal.

Unusual Working Conditions

Must be able to lift a minimum of 35 lbs. frequently.

Evaluation

Annual written evaluation.

Physical and Mental Demands

The physical demands of this position require frequent standing, walking, sitting, speaking, and hearing. Requires near vision to write and read printed materials and computer screens. Requires hearing and speaking to exchange information on the telephone or in person. The employee is regularly required to reach with his/her hands and arms and occasionally lift items weighing up to 35 lbs. Must be able to use carts, ladders, dollies, and stools to assist in moving or shelving items. Requires sufficient arm, hand, finger dexterity to operate a keyboard and other office equipment. Repetitive motions with wrists, hands, and fingers may also be required. Additionally, the employee must be able to communicate by oral and written means in an appropriate business manner and have cognitive skills to understand instructions, readily recall facts and details, handle conflict, and make effective decisions under pressure.

The Fairbanks North Star Borough School District is committed to providing reasonable accommodations, according to the applicable state and federal laws, to all individuals with qualified physical or mental disabilities.

Job Qualifications

The following are required:

1. Must meet at least one of the following three qualifications:
 - a. A high school diploma, or equivalent, and have completed the ParaProfessional Assessment, or have the ability to pass the ParaProfessional Assessment within four (4) months of hire; or
 - b. An associate's degree or higher; or
 - c. Completion of two years of higher education (at least 48 semester hours) or the equivalent
2. Typing skills required with a minimum of 35 words per minute.

3. Must have knowledge and experience working with computers, computer software including word processing, spreadsheets and databases, and familiarity with library catalog and classification systems.
4. Must demonstrate successful experience working with secondary students, coping with continual interruptions and shifting job priorities.

The following are preferred:

1. One (1) to two (2) years of paid or volunteer experience working in a public or secondary school library.
2. Completion of college level library media science courses
3. Familiarity with Google applications, Chromebooks, MacBooks, iPads, PowerSchool, and Follett Destiny.

Additional Job Information

Fairbanks North Star Borough School District employees must possess the ability to read and write in English. This includes the ability to communicate in English with school staff, coworkers, and the public. Employees must also have the ability to comprehend and carry out oral and written directions and understand and follow English instructions and written documents.