

**RIVERSIDE BROOKFIELD HIGH SCHOOL
DISTRICT 208
Riverside, Illinois
Job Description**

Title: Library Technical Assistant

Effective: August 13, 2018

Reports to: Principal or designee

Job Goal: The Library Technical Assistant works with the Librarians to acquire, prepare, and organize materials and to support students and faculty in finding and using the library and media information as needed

Qualifications:

- Completed a Library Technical Assistant (LTA) program, Preferred
- Ability to utilize the Anglo-American Cataloging Rules and Library of Congress Subject Headings, preferred
- Ability to communicate (written/verbal), make decisions, resolve conflict, and effectively work with staff, students, and Administration

Key Accountabilities:

- Maintain the Riverside Brookfield High School Library collection catalog
- Catalog all pre-printed materials to ensure compatibility with our collection, perform original cataloging of all print and non-print materials, and communicate planned or necessary upgrades to the catalog and circulation software to Technical Support
- Supervise the circulation desk and all records kept in terms of circulation and student usage - this involves issuing overdue notices, indebtedness lists, and student attendance records
- Prepare and record books/materials placed on reserve
- Train, supervise and delegate tasks to student aides assigned to the circulation desk
- Supervise students using the library to ensure an atmosphere conducive to learning
- Record attendance statistics for study hall students and drop-in students
- Manage the circulation desk and utilize the circulation system to check library materials in and out and resolve student outstanding fines
- Assist faculty and students in locating materials; answer ready-reference questions; guide students in research skills necessary for reports and research papers - may involve searching the online card catalog, online databases, and in-house periodicals
- Search and request materials from the SWAN database, Virtual Illinois Catalog, ILLINET Online, and other sources for shared materials
- Assist students with logins and passwords (network, Skyward, Google Docs, etc.)
- Troubleshoot five computer labs for equipment and software problems
- Assist with the supervision of students using the library for study hall and/or computer use for research
- Utilize the computer for library materials circulation, basic computer and printer troubleshooting
- Assist with daily opening and closing of computer labs and library
- Incorporate the Six Pillars of Character Counts: Trustworthiness, Respect, Responsibility, Fairness, Caring and Citizenship
- All other duties as assigned

Terms of Employment:

- 2016-2019 Full-Time/RBEA Union Position – Category Group III

Deadline for

Application: Until Filled

Application Process: Apply online @www.rbhs208.net

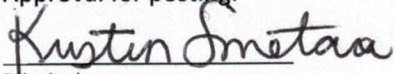
Equal Opportunity Employer

Riverside Brookfield High School is an Equal Opportunity Employer. Riverside Brookfield High School ensures equal employment opportunities regardless of race, creed, gender, color, national origin, religion, age, sexual orientation or disability. Riverside Brookfield High School has a policy of active recruitment

August 7, 2018

of qualified minority teachers and non-certified employees. Any individual needing assistance in making application for opening should contact the Department of Human Resources.

Approval for posting:



Principal



Chief Financial Officer