



JOB DESCRIPTION

Library Assistant

DEPARTMENT: School	SCHEDULE: 104
REPORTS TO: Principal or Program Leader	WORKDAYS: 185
CLASSIFICATION: Classified	FLSA STATUS: Non-Exempt
PCS CODE: 90	DATE: June 2025

Our Mission: In partnership with our community, we empower students to discover their potential and prepare for a successful future.

Our Core Values: Belonging, Learning, Continuous Improvement and Joy

Our Vision: Richland Two is a dynamic school district committed to creating an environment where students feel connected, engaged, and supported so that they can experience academic and personal achievement.

POSITION SUMMARY

Under general supervision, provides clerical and technical assistance to the media center and/or assigned student(s). Assists media specialist with student requests and media center activities; reinforces research skills to assist in improving the academic success of students; and supervises individual or groups of students. Maintains a climate that promotes respect, tolerance, and collaborative problem solving for all students. Assists in providing supervision for students in various settings as assigned by the supervisor.

MINIMUM REQUIREMENTS

Education:

High School Diploma required.

Note: Title One schools require completion of 60 credit hours of study towards a degree program at an accredited institution of higher education; or a passing score on the Praxis ParaPro exam.

Certification/License:

Must possess a valid South Carolina driver's license or government issued picture ID.

Work Experience:

Additional work experience gained through education, training, and certification requirements that provides the required knowledge, skills, and abilities.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the general concepts of child growth and development and child behavioral characteristics.

- Knowledge in the application of classroom instruction and teaching. Knowledge of the role of the media center to enhance student academic success.
- Knowledge of the policies, procedures, and activities of the school and District which pertain to the specific duties and responsibilities of the media center staff.
- Knowledge of District and school safety and security procedures.
- Knowledge and use of computer applications and technology equipment relevant to the position.
- Ability to provide instruction to students through explanation, demonstration, and/or supervised practice.
- Ability to supervise students in various settings and maintain order in various instructional activities and situations.
- Ability to demonstrate an understanding, patient, warm, and receptive attitude towards students.
- Ability to interact with coworkers, parents, supervisors, and the general public in a courteous and professional manner.
- Ability to effectively communicate in oral and written form.
- Ability to anticipate work to be completed and initiate proper and acceptable direction for the completion of work with little to no supervision and instruction.
- Ability to apply judgment and complex logic in defining problems, collecting information, and drawing valid conclusions.
- Ability to maintain high standards of organization, accuracy, and timeliness in exercising duties.
- Ability to work independently and as a productive member of a team.
- Ability to thrive in a fast-paced, continually changing work environment.
- Ability to manage frequent interruptions in a flexible manner and difficult, stressful situations in a professional and appropriate fashion.

ESSENTIAL DUTIES

- Manages media center circulation desk. Assists students in locating, selecting, and checking out library materials. Sends overdue notices and contacts parents when necessary.
- Supports students by assisting with the location of resources and enrichment/research materials to enhance classroom instruction and projects.
- Creates seasonal displays and interest areas to encourage use of the media center materials and resources.
- Maintains the organization, cataloging, and inventory of books, curriculum materials, and technology resources. Maintains records of lost/damaged books, etc., as assigned by supervisor.
- Repairs books and instructional materials as needed; follows District procedures for the removal of damaged materials.
- In coordination with the media specialist, provides direct instruction to students through explanation, read alouds, etc., to increase student learning and enjoyment of the media center.
- Adapts activities, assignments, and/or materials under the direction of the media specialist to provide the opportunity for all students to participate in media center activities.
- Creates and maintains a positive learning environment by implementing appropriate behavioral supports, interventions, and management strategies. Ensures a safe, orderly environment that encourages students to take responsibility for their behavior. Assists and enforces school rules, Board policies, and District procedures.
- Integrates a variety of technology applications and tools to augment student learning, including assistive technology as appropriate.
- Assists with the maintenance of the media center to provide a clean, safe environment.
- Carefully supervises and monitors students in various activities and settings; including but not limited to the media center, classrooms as necessary, hallways, lunch periods, playgrounds, field trips, bus loading areas, etc., as assigned by the supervisor or administrator.

- Adheres to the highest standards of confidentiality concerning sensitive matters, students, and staff.
- Uses good judgment in responding to emergency situations (e.g., health emergencies, run away situations, fights, injuries, etc.). Promptly reports observations and incidents to resolve safety or health concerns, to provide appropriate documentation, and/or communicate information to appropriate personnel.
- Promptly reports suspected instances of child abuse and/or neglect as required by applicable South Carolina laws, District policies, and school procedures.
- Promptly reports incidents or concerns such as fights, suspected alcohol or substance abuse, possession of weapons, student or other health/safety concerns, etc., adhering to appropriate policies and procedures.
- Establishes a professional rapport with students and staff that fosters their respect. Displays the highest standards for ethical and professional behavior while working with students, parents, school personnel, District staff, community members, and other parties.
- Presents a positive image of Richland School District Two and complies with the District's Board policies at all times.
- Participates in professional development led by District specialists and school-based leadership teams.
- Serves as a role model for others; dresses professionally and appropriately for the position; willingly accepts assigned responsibilities; and demonstrates pride in the education profession.
- Demonstrates prompt, regular attendance and is available to work during normal business hours.
- Willingly performs other duties as assigned by the supervisor.

PHYSICAL ABILITIES AND WORKING CONDITIONS

The physical abilities and working conditions are representative of, but not intended to be, an exhaustive list of the requirements for positions in this classification. In the event of an emergency or situation requiring guidance from Federal, State, Local, or District authorities, the requirements of this position may change to best serve the needs of our students.

Vision: Ability to read small print and view a computer screen for prolonged periods of time.

Hearing: Ability to tolerate exposure to noisy conditions.

Speech: Ability to be understood in face-to-face communications, to speak with a level of proficiency and volume to be understood over a telephone, computer, or virtual setting.

Upper Body Mobility: Ability to use hands to grasp and manipulate small objects; manipulate fingers; twist and bend at wrist and elbows; extend arms to reach outward and upward; use hands and arms to lift objects; turn, raise, and lower head.

Strength: Ability to lift, push, pull and/or carry objects which weigh fifteen (15) or more pounds on a frequent basis.

Environmental Requirements: Ability to work independently; work cooperatively with others; work indoors; work outdoors as necessary for the position.

Mental Requirements: Ability to read, write, understand, interpret, and apply information on a moderately complex level essential for successful job performance; math skills at a proficiency level appropriate to the position; sound judgment; the ability to process information quickly; learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile and coordinate information and records. Understands and adequately manages stressful situations.

Additional Work Conditions and Physical Abilities: Reliable transportation required.

Richland School District Two is committed to providing equal access to educational and employment opportunities regardless of race, color, religion, national origin, disability, pregnancy, age, sex, sexual orientation, gender identity status, spousal affiliation, or any other protected characteristic, as may be required by law. As required by Title IX and its implementing regulations, 34 C.F.R. Part 106, Richland School District Two does not discriminate on the basis of sex in its educational programs and activities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.

This job description is intended to accurately reflect the duties, responsibilities, and requirements of the position. It is not intended to be, nor construed to be, an all-inclusive list of the knowledge, skills, abilities, essential duties, physical abilities and/or working conditions associated with the position. District management/administration reserves the right to modify, add, or remove duties and assign other duties as necessary.