

## PS Library Assistant - Part-time

<b>Job Title</b>	<i>Primary School Library Assistant - Part-time</i>
<b>Reports To</b>	<i>Primary School Librarian and the Primary School Principal</i>
<b>FLSA Status</b>	Non- Exempt

### Job Summary

Supervised by the Primary School Librarian and reporting to the Primary School Principal , the PS Library Assistant collaborates on school-wide instructional initiatives that make the library a central component in preparing students for success in the 21st Century.

### Duties and Responsibilities

All duties and responsibilities are planned and implemented under the direction of the Teacher-Librarian:

1. Contribute to the WIS Mission and Values.
2. Contribute to a climate of respect and understanding amongst faculty and staff, students, and parents.
3. Perform other related duties, as needed

### Circulation

- Implement all aspects of library circulation and reserve services using Follett's Destiny system and the library's procedures
- Correctly re-shelve materials and shelf-read when needed
- Prepare student id's and manage student library bags

### Collection

- Create and edit basic catalog records in Destiny
- Oversee the processing of all library materials
- Recommend materials for withdrawal and perform withdrawals in Destiny
- Perform inventory, if applicable
- Mend damaged books

### Library space

- Prepare library space and computers for use
- Maintain a neat appearance of the library and collection, including tidying shelves and student spaces throughout the day

- Create displays, signage, decorations as needed.

## Reference

- Help students, teachers and parents in finding and accessing print and non-print resources, often using the online catalog

## Teaching and Programming

- Help prepare for library classes using the collection and supplies
- When needed, assist with classes, including implementing classroom management methods
- When needed, step in to read to and supervise classes
- Assist with programming, such as author visits, assemblies and school-wide initiatives
- Assist with teaching and library space scheduling using Google calendars

## Qualifications

- Bachelor's degree or comparable, accredited certification training experience is preferred
- Friendly and welcoming to library patrons
- Detail-oriented, accurate, organized and thorough
- Effective communicator and problem-solver, able to work independently
- Collaborative and team-oriented
- Experienced working in an IB Primary Years Programme school
- Experienced working on Apple devices, creating/organizing/sharing files in Google Drive and creating documents using current digital tools
- Experienced working with primary school-aged children
- Experienced working in libraries and/or working towards an MLS
- Strong communication skills, a sense of humor, humility, and empathy
- Fluency in Spanish and/or French is preferable
- Ability to handle multiple tasks and projects simultaneously
- Previous experience at an international school and/or cultural fluency derived from international experience is a plus
- Flexible schedule is a plus

## Working Conditions

Working primarily in a climate-controlled office and library environment with young children in a school. Outside at times.

## Physical Requirements

To perform the duties of this job, the employee must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to enter data into a computer; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels, outdoors and on the telephone; speak in audible tones so that others

may understand clearly, outdoors and on the telephone; physical agility to lift up to 35 pounds; and to bend, stoop, climb stairs and reach overhead.

### Direct Reports

Students

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<b>Approved by:</b>	<i>Caroline Wood, Director of Human Resources</i>
<b>Date approved:</b>	
<b>Reviewed by:</b>	