

Job Title	<i>Primary School Part-time Library Assistant</i>
Reports To	<i>Primary School Teacher - Librarian and the Primary School Administration</i>
FLSA Status	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.

Circulation

- Implement all aspects of library circulation and reserve services using Follett Destiny system and the library's procedures
- Correctly shelf 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
- Proficiency with Apple devices, creating/organizing/sharing files in Google Drive and creating documents using current digital tools
- Friendly and welcoming to library patrons
- Strong communication skills, a sense of humor, humility, and empathy
- Detail-oriented, accurate, organized and thorough
- Effective communicator and problem-solver, able to work independently
- Experience working with primary school-aged children
- Collaborative and team-oriented
- Ability to handle multiple tasks and projects simultaneously
- Fluency in Spanish and/or French is preferable
- Experience working in libraries is a plus
- Flexible schedule is a plus
- Previous experience at an international school and/or cultural fluency derived from international experience 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

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