

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 library media specialist or the elementary library media associate in maintaining the library and assists students and staff in the effective use of library resources.

Essential Job Functions

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

Assists students and staff with district-wide and school-wide software applications, including the student information systems software and FILE, as well as web-based applications on both Mac and PC platforms.

Assists staff and students with the use of library computers and related multi-media and audio-visual (AV) equipment, and provides general maintenance of equipment.

Assists staff and students on proper use of multi-media equipment and AV equipment and maintains assignment of multi-media and AV equipment to staff. Troubleshoots problems with equipment prior to submitting work orders.

Performs preliminary automated cataloging of newly acquired materials for the library, including AV equipment and special media.

Maintains circulation system and compiles circulation statistics.

Checks in and shelves materials and keeps materials in proper order.

Arranges for inter-library loans and tracks loans through the automated circulation system.

Prepares overdue notices and collects fees for lost and damaged materials.

Performs inventory of all library materials and equipment and assists with collection development recommendations to the librarian on library materials, multi-media and AV equipment.

Assists with displays and other special events.

Supervises student library clerks and volunteers in the absence of the secondary library media specialist.

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, multi-media projectors, digital and analog AV equipment, scanners, laminating machine, calculators, book binding machine, and reproducing equipment.

Independent Decisions

Independent judgment allowed.

Primary Working Contacts

Administration and district wide library services staff, academic staff, and students.

Responsibility for Cash, Equipment, Safety

Normal care in handling assigned AV equipment. Petty cash for lost books and document reproduction.

Supervision Received and Exercised

Provides supervision to volunteers and student library clerks; receives supervision from the secondary library media specialist, building principal, and the director of library media services.

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. High school diploma or GED equivalent.
2. May be required to have a minimum of 48 college-level credit hours or associates degree or pass the ParaProfessional assessment if working in a Title I school.
3. One (1) to two (2) years of paid or volunteer experience in library media service.
4. Typing skills required with a minimum of 35 words per minute.

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

The following are preferred:

1. College level library media science courses and children's literature desirable.
2. A familiarity with web pages, Wikis and other Web 2.0 tools is desirable.

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.

The Fairbanks North Star Borough School District is an Equal Opportunity Employer.