



# Longview Independent School District

## JOB DESCRIPTION

### LIBRARY CLERK - ELEMENTARY

<b>JOB TITLE:</b>	Library Clerk - Elementary School	<b>WAGE/HOUR STATUS:</b>	Non-Exempt
<b>REPORTS TO:</b>	Principal/Librarian	<b>TERMS:</b>	187 Days
<b>DEPARTMENT:</b>	Campus Assigned	<b>PAY GRADE:</b>	Clerical/Par 3

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#### PRIMARY PURPOSE:

Act as campus librarian in the administration of the campus library; perform routine clerical duties under direct library supervision

#### QUALIFICATIONS:

##### Education/Certification:

Associate's Degree (or 48 college credit hours), two years of study at an institution of higher learning, or have met formal academic assessment as required by the Every Student Succeeds Act (ESSA)

Valid Texas Educational Aide Certificate

##### Special Knowledge and Skills:

- Proficient typing, word processing, and file maintenance skills
- Manage an \$8,000-\$10,000 yearly book budget; analyze the collection and develop book orders based on usage and need
- Ability to file books following district-cataloging system
- Effective communication and interpersonal skills
- Ability to work well with students – up to 750 per week

##### Experience:

At least one year experience working with children  
One year clerical experience  
Training in the Follett Destiny Circulation Program



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### MAJOR RESPONSIBILITIES AND DUTIES:

#### Library Program Support

1. Provide individual instruction and assistance in using library media center resources including computers and audio-visual equipment
2. Shelf incoming books, materials, and equipment – up to 1500 books per week, every week
3. Ready materials for classroom or reserve collection use as requested by teachers
4. Request and schedule use of materials from regional education service center or other source
5. Prepare bulletin boards and displays and assist the librarian in preparing instructional materials
6. May read to small groups of students and listen to individual students read aloud

#### Accounting and Inventory

7. Operate the media center automated circulation system – Follett Destiny. Circulate books to each class of students each day of the week
8. Collect and maintain records of student fines and prepare parent notification as needed. Print reports and receipts as needed for students and office records.
9. Receive and process books, materials, and equipment and reconcile with packing slips and invoices. Maintain paperwork with library supervisor and central office.
10. Repair books, magazines, materials, and equipment or process for repair at outside facilities (e.g., bindery).
11. Become proficient in using the media cart with media projector
12. Complete the annual inventory and weeding of library media center materials



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## LIBRARY CLERK - ELEMENTARY

### MAJOR RESPONSIBILITIES AND DUTIES: (continued)

#### Clerical Support

13. Maintain physical and computerized files as required by the library supervisor
14. Prepare bibliographies, forms, purchase orders, requisitions, and routine correspondence using personal computer or typewriter
15. Maintain administrative records and prepare required reports

#### Student Management

16. Supervise students and assist teachers to maintain student behavior and maintain an orderly atmosphere
17. Perform assigned student monitoring duties

#### Other

18. Prepare for and arrange for a qualified substitute in your absence
19. Assist with the supervision of parent volunteers and student aides
20. Comply with district policies, as well as state and federal laws and regulations
21. Adhere to the district's safety policies and procedures
22. Maintain confidentiality in the conduct of district business
23. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
24. Demonstrate regular and prompt attendance
25. Other duties as assigned

### SUPERVISORY RESPONSIBILITIES:

Rotation classes which can be up to 750 students each week



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## **LIBRARY CLERK - ELEMENTARY**

### **EQUIPMENT USED:**

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment

### **WORKING CONDITIONS:**

#### **Mental Demands:**

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data; work with continuous interruptions

#### **Physical Demands/Environmental Factors:**

Frequent standing, walking, stooping, bending, kneeling, pulling, pushing, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus; frequent light lifting and carrying (under 15 pounds); occasional moderate lifting and carrying (15-44 pounds).

### **EVALUATION:**

Paraprofessional Evaluation

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ESTABLISHED/REVISED: APRIL, 2020**