



Longview Independent School District

JOB DESCRIPTION LIBRARY CLERK – HIGH SCHOOL

JOB TITLE:	Library Clerk – High School	WAGE/HOUR STATUS:	Non-Exempt
REPORTS TO:	Principal/Librarian	TERMS:	187 Days
DEPARTMENT:	Library Media	PAY GRADE:	Clerical/Par 3

PRIMARY PURPOSE:

Responsible for maintaining records on the book collection and maintaining the condition of the books; responsible to the building principal and works under the supervision of the High School Resource Center Reference Librarian

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, keyboarding, and file maintenance skills
- Ability to file books following district-cataloging system
- Effective communication and interpersonal skills
- Ability to work well with students

Experience:

One year experience working with children
One year clerical experience

MAJOR RESPONSIBILITIES AND DUTIES:

Library Program Support

1. Direct the mending of all books
2. Laminate materials for students and faculty



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

Library Program Support (continued)

3. Assist at circulation desk when needed
4. Maintain supplies and records on copier in processing room
5. Assist in audio-visual room when needed

Accounting and Inventory

6. Maintain all records pertaining to books being rebound
7. Maintain accurate budget status files
8. Compile and type year-end inventory

Clerical Support

9. Maintain the computer database of all books
10. Type all orders and maintain all correspondence pertaining to book processing and ordering
11. Maintain supplies and records on Xerox machines
12. File school board updates in notebooks
13. Assist with registration procedures that apply to library records at the start of school
14. Operate FAX machine, maintain records of transmissions and receipts, and see that incoming faxes are delivered to person addressed

Student Management

15. Supervise student assistants assigned to the processing room
16. Assist students and teachers in the location of materials when needed
17. Assist student Xerox operations with machines and copies



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

Other

18. Comply with district policies, as well as state and federal laws and regulations
19. Adhere to the district's safety policies and procedures
20. Maintain confidentiality in the conduct of district business
21. 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)
22. Demonstrate regular and prompt attendance
23. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

None

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



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WORKING CONDITIONS: (continued)

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

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