

Colusa Unified School District
Job Description

POSITION TITLE: Library Assistant

PURPOSE OF POSITION: _

Under the general supervision of the site administrator(s) performs all duties in the operation of the district school site libraries.

JOB REQUIREMENTS:

High School diploma or equivalent. Passing scores on the Basic Skills Competency Test. Understand and carry out oral and written instructions; promote good working relationships with students, staff and parents while preserving the privacy of confidential matters which may occur within the scope of assigned duties.

ESSENTIAL JOB FUNCTIONS:

General duties may include, but are not limited to the following: prepares for and provides library instruction including reading and discussing books with individuals and classes. Prepares educational bulletin boards; helps students find and learn how to care for books. Maintains a productive learning environment. Selects and purchases books appropriate for the school site library. Fills teacher requests for books, articles and magazines. Make professional books and magazines available to teachers and parents. Keeps book shelves and card files in order and up-to-date. Checks books in and out for students; reshelves books; covers new books; types catalogue card sets and repairs damaged books. Prepares schedules for students and classes to come to the library. Prepares over due book notices; calls parents and collects money if a book is lost. Inventories library books at the end of the year. Purchases supplies necessary to keep the library in good working order; coordinates the Book Fair.

Knowledge of standard library practices, terminology and procedures; basic reference sources and materials; routine clerical techniques; book selection tools and reference materials; use of standard library tools and practices in processing library materials. Familiarity with the Dewey Decimal Classification system; perform reference work and assist students in the selection of library materials and monitors Internet access; performs routine clerical work; familiarity with multi-media and general office equipment; performs other such related duties as assigned.