



# Longview Independent School District

## JOB DESCRIPTION

### LIBRARY CLERK – MIDDLE SCHOOL

<b>JOB TITLE:</b>	Library Clerk - Middle 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 2

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#### PRIMARY PURPOSE:

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

#### QUALIFICATIONS:

##### Education/Certification:

High School diploma or GED

At least 48 hours of college credit or passed local assessment at your local Region Support Center

##### Experience:

One year experience working with children

One year clerical experience

##### Special Knowledge and Skills:

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

#### 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
3. Ready materials for classroom or reserve collection use as requested by teachers



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### MAJOR RESPONSIBILITIES AND DUTIES: (continued)

#### Library Program Support (continued)

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
8. Collect and maintain records of student fines and prepare parent notification as needed
9. Receive and process books, materials, and equipment and reconcile with packing slips and invoices
10. Repair books, magazines, materials, and equipment or process for repair at outside facilities (e.g., bindery)
11. Perform routine maintenance on audio-visual equipment
12. Assist in the annual inventory and weeding of library media center materials

#### Clerical Support

13. Maintain physical and computerized files, including card catalog, vertical file materials, and publisher catalogs
14. Prepare bibliographies, forms, purchase orders, requisitions, and routine correspondence using personal computer or typewriter
15. Assist librarian in keeping administrative records and preparing required reports

#### Student Management

16. Supervise students and assist librarian and teachers to maintain student behavior and maintain an orderly atmosphere



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### MAJOR RESPONSIBILITIES AND DUTIES: (continued)

#### Student Management (continued)

17. Perform assigned student monitoring duties

#### Other

18. Supervise library operation in absence of the librarian
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:

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:

Climbing, stretching and frequent lifting of books, boxes, and audio-visual 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

### 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, 2013**