



TULSA PUBLIC SCHOOLS

Equal Opportunity Employer



Job Description

Job Title: Library Assistant

Reports to: Building principal (with input from library media specialist)
Number of Days: Elementary 175 days; Secondary 178 days
Compensation: IS-3 if highly qualified by test; IS-6 if highly qualified by education
Overtime Status: Non-Exempt
Date Job Revised: February 23, 2009

Position Summary: To assist the library media specialist with office/clerical duties, locating, circulation and shelving library materials, supporting students, community members, and staff in the library media center.

Qualifications/Job Requirements:

Education:

- High school

Specialized Knowledge, Licenses, etc:

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Experience:

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Specific Training/Skills:

- Typing at least 40 wpm at 90% accuracy.
- Knowledge of word processing and email computer applications.
- Ability to learn, then share with students and staff, the use of additional computer applications, as well as electronic databases and web-based programs such as Destiny, Nettrekker and Safari Video.
- This position has regular contact by telephone, email, or in person with library users and with district staff for the purpose of locating materials within their own library and in other libraries.
- [Basic communication skills to exchange information, give/receive simple instructions and respond to inquiries; filling out forms; knowledge of grammatical structure, vocabulary for preparing correspondence from rough draft or proofing of completed material; communicates in clear, grammatically correct English.]

Physical Requirements (If Applicable):

- Standing, walking, frequent bending, stooping, squatting, crouching, and reaching above shoulder to shelve books and to stand on step ladder/stool.
- There is occasional carrying and lifting up to 40 lbs to receive and handle book orders, moving damaged equipment, lifting and moving audio-visual equipment and moving library furniture.

Other:

- Must pass Highly Qualified test if less than 48 hours of approved college hours.
- Ability to work cooperatively and collaboratively with others.
- Demonstrate self-discipline and initiative.
- Follow federal, state and district guidelines.

Scope of Authority (If Applicable):

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Customer Contacts:

- Internal: Students, teachers, staff, administrators.
- External: Parents, community members.

Duties and Responsibilities:

- Assists library users in finding resources, interpreting and translating facts and information.
- Helps maintain library collections including shelving, mending and repairing books and other library materials, reading shelves, and assisting with inventory.
- Helps maintain library records, reports and patron data.
- Helps maintain a supportive, "customer friendly" learning environment in the library through positive communication with all library patrons.
- Alerts librarian in special situations and needs of individual children.
- Listens to the students in recitation, reading, and other curriculum tasks, guiding and helping them but not teaching them.
- Guides children in working harmoniously with other children.
- Assists librarian in maintaining neat, clean, and orderly work and study areas.
- Under the supervision of the library media specialist, works with small groups of students to reinforce material initially introduced by the teacher.
- Accompanies students when trips to the office or school nurse are necessary.
- Enforces school board policies and regulations.
- Provides support instruction following the initial instruction by the library media specialist.
- Actively participates in full implementation of the TPS Model for School Improvement.
- Inputs data and runs selected reports from developed software. The database includes students, teachers, and classes.
- Collects and displays suitable material for library displays.
- Maintains confidentiality of all patron records.
- Inventories and maintains equipment; includes changing lamps and other easily replaced parts, performing preventive maintenance through cleaning and lubricating, preparing equipment to be sent for repair, maintaining repair records and inventories.
- Performs other duties as assigned by principal or library media specialist.