

ANTELOPE ELEMENTARY SCHOOL DISTRICT
Position Description

POSITION: Library Assistant

TERMS OF EMPLOYMENT: Range 1, 180 Days

REPORTS TO: Site administrator

MINIMUM QUALIFICATIONS:

- High School diploma or equivalent.

GENERAL SUMMARY

Under general supervision of the site library clerk, the library assist performs clerical duties within the school library. Performs other duties related to this job description.

PRINCIPLE DUTIES AND RESPONSIBILITIES

- Assists students with equipment used in their educational programs.
- Assists teacher in maintaining discipline.
- Repair and mends books and magazines.
- Reshelves books.
- Checks in new books using process determined by library clerk.
- Checks out and in books for students.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Ability to see and read, with or without vision aids; ability to hear and understand speech at normal levels; ability to communicate so others will clearly understand normal conversation.
- Knowledge of correct English usage, grammar, spelling, punctuation, vocabulary and mathematical concepts.
- Ability to understand and apply rules, regulations, procedures and policies.
- Ability to establish and maintain effective working relationships with students, parents, teachers and administrators.

WORKING CONDITIONS

- Light to moderate physical effort. Standing and/or walking for extended periods of time.
- Lift and move instructional materials and equipment.
- Light stress level.

ENVIRONMENTAL CONDITIONS

- Primarily indoor classroom and school environment
- Temperature- normal climate

CONTACTS

- Daily contact with students, teachers, school and district staff.
- Occasional contact with parents and community members

EMPLOYMENT STANDARDS

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Board approved: 1/10/06

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