

**ANTELOPE ELEMENTARY SCHOOL DISTRICT**  
*Position Description*

**POSITION:** Library Clerk (Antelope)

**TERMS OF EMPLOYMENT:** Range 3, 10 months/year

**REPORTS TO:** Site administrator

**MINIMUM QUALIFICATIONS:**

- Must possess an instructional assistant proficiency test certificate, or an AA degree or at least 48 college units.
- High School diploma or equivalent.

**GENERAL SUMMARY**

Under general supervision of site administrator and/or the district librarian, performs paraprofessional work in the operation of a school site library and in support of district-wide library program; positions in this class normally work independently in operating a library at an individual school site; may exercise supervision over volunteers or student helpers; and performs other duties directly related to this job description.

**PRINCIPLE DUTIES AND RESPONSIBILITIES**

- Coordinates the routine operation of the library media center.
- Troubleshoots and maintains library computer hardware and software.
- Orders books and materials to be added to the collection based upon developmental needs of the collection, teacher requests, review of published materials, and available funds.
- Types requisitions, catalogs, processes, shelves, circulates, and inventories library media materials.
- Prepares and maintains forms, databases, and spreadsheets for library media operations and instructional use.
- Maintains budgetary records of library media center acquisitions and expenditures.
- Repairs and mends library media materials.
- Attends library workshops, in-services or conferences.
- Reads to small groups of students and assists teachers in maintaining proper student discipline in the library.

**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 and vocabulary.

- Knowledge of general educational library services, practices, terminology and functions.
- Knowledge of standard library reference sources.
- Knowledge of PC and/or Apple computer operating systems and usage.
- Knowledge of basic office and record keeping practices.
- Skill in assisting students and teachers in making the most effective use of library resources.
- Skill in prioritizing work; establishing schedules, multi-tasking, and working effectively despite frequent interruptions.
- Skill in applying and explaining rules, policies, and procedures.
- Skill in maintaining accurate records and files.
- Skill in understanding and following oral and written directions.
- Skill in establishing and maintaining effective working relationships with those contacted in the course of the work.
- Skill in maintaining the library in an attractive and orderly condition.
- Skill in keyboarding with sufficient skill to prepare forms and enter data into a computer terminal.

#### **WORKING CONDITIONS**

- Dexterity of hands and fingers to operate standard library equipment including a typewriter or computer terminal. Bending, reaching, lifting to shelve books and materials (25-40 pounds); speaking to exchange information. Sitting and operating a keyboard to enter data in a computer terminal.
- Moderate stress level.

#### **ENVIRONMENTAL CONDITIONS**

- Indoor library/classroom environment
- Temperature- normal climate

#### **CONTACTS**

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

#### **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 accommodation 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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