



Library Assistant

BASIC FUNCTION

The Library Assistant I is responsible for the clerical operations of the library/media center in an elementary school. The Library Assistant I, in the absence of a licensed media specialist in the library/media center, shall work under the direction of an appropriately licensed teacher and/or administrator. The Library Assistant I performs clerical tasks related to the acquisition, processing, cataloging, maintenance and record keeping for all library media materials. The person supervises work of student assistants and student use of the media center. The Library Assistant I works in support of the classroom teachers and implements a building level library instructional program. This person needs to have familiarity with children's literature and resources for locating new recommended titles and be skilled in using technology.

REPRESENTATIVE DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Prepares orders for and processes, stores and circulates all media center materials.
- Assists students and teachers with the location of materials.
- Organizes resource materials requested by the teaching staff.
- Maintains the card catalog for the library media center.
- Prepares forms and reports.
- May supervise other clerical personnel and student assistants.
- Assists in classroom instruction relating to use and operation of the library and supports actual instruction of students by classroom teachers or the media specialist.
- Performs a variety of tasks such as maintenance of book circulation, inventories, storage of media and prepares typed reports and correspondence as required.
- Operates office, audiovisual and computer equipment.
- May attend District scheduled workshop and in-service programs.
- Conducting library classes with the support of classroom teachers for K-5th grades, keeping our book collection organized and up to date, and supporting classroom teachers during computer lab sessions.

Note: At the end of some of the duty statements there is an italicized "E", which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

EMPLOYMENT STANDARDS

Education, Training and Experience:

- High school diploma or GED.
- Two years of college coursework is required to meet the No Child Left Behind law (NCLB).
- Previous library work experience (in a school library or public library).

Knowledge, Skills, Abilities:

- Working knowledge of and ability to automate and maintain circulation, inventory, on-line search and card catalog systems.
- Proficiency with computers and strong clerical skills, including accuracy and a moderate speed in typing.
- Ability to train and supervise others.
- Ability to guide and assist students in the use of the library and technology resources.
- Ability to comprehend the educational levels at which students are operating and relate library material to these levels.
- Knowledge of library organization and procedures.
- Ability to exercise careful judgment, diplomacy and tact in the performance of assigned duties, and in dealing with students, staff and the public.

Special Requirements:

Some positions in this classification may require the use of a personal automobile and possession of a valid Class C Oregon driver's license.

WORKING CONDITIONS

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

Work Environment: Work is performed primarily in a standard office environment with extensive student, parent and public contact and frequent interruptions.

Hazards: Potential conflict situations.

Physical Demands: Primary functions require sufficient physical ability and mobility to work in an office setting; dexterity of hands and fingers to operate a computer keyboard and other office equipment; sitting or standing for extended periods of time; kneeling, bending at the waist, reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies; lifting, pushing, pulling and carrying office equipment, supplies and materials weighing up to 25 pounds; repetitive hand movement and fine coordination to use a computer keyboard; hearing and speaking to exchange information in person or on the telephone; seeing to read, prepare and assure the accuracy of documents.

FLSA: Non-Exempt
Bargaining Unit: PFSP
Salary Grade: Per Contract

Approval Date: 09/25/06

Portland Public Schools recognizes the diversity and worth of all individuals and groups and their roles in society. The District is committed to equal opportunity and nondiscrimination in all its educational and employment activities. The District prohibits discrimination based on race; national or ethnic origin; color; sex; religion; age; sexual orientation; gender expression or identity; pregnancy; marital status; familial status; economic status or source of income; mental or physical disability or perceived disability; or military service (Board of Education Policy 1.80.020-P).

Human Resources partners with district leadership to recruit, develop, and support a culturally diverse workforce dedicated to the highest standards of equity and achievement that creates an environment of empowerment and success for our students, employees, and the communities we serve.