

Sunflower County Consolidated School District

Miskia Davis, Interim Superintendent

"United For Excellence"



JOB DESCRIPTION

TITLE: Library Assistant

QUALIFICATIONS:

- Complete at least two years and/or 48 credit semester hours at an institution of higher education, and Associate's Degree or higher, or demonstrate through a state or local academic assessment (ACT WorkKeys) knowledge of and the ability to assist in the instruction of reading, writing, and math
- Good physical condition with the ability to lift 10 pounds

REPORTS TO: Librarian, Assistant Principal, and Principal

SUPERVISES: N/A

JOB GOAL: To provide a well-organized, smoothly functioning library environment in which students can take full advantage of materials available

PERFORMANCE RESPONSIBILITIES:

- Type and process orders, reports, bibliographies, forms, library schedules, letters to publishers, catalog cards, and the like
- Order and receive books selected for purchase by the librarian
- Maintain files of catalog cards, vertical file materials, publishers' catalogs, and the like
- Write daily notices to homeroom teachers concerning overdue books, collect fines for such books, and turn collected monies in to proper source(s)
- Make simple repairs on damaged books and process more severely damaged books for repair at the bindery
- Monitor attendance in the library and keeps attendance records
- Prepare books for reserve on teachers' requests and maintain the reserve shelf
- Prepare current magazines for shelving and maintain the back-number stack
- Assist in the annual inventory of library materials and the preparation of lists of missing books and books to be discarded
- Shelf incoming books
- Maintain current inventory of supplies and suggest items for acquisition as needed
- Help in the management of student behavior
- Assist students and teachers in the various technologies
- Oversee the general neatness and attractiveness of the library and its displays
- Perform such other tasks and assumes such other responsibilities as requested by his/her supervisor(s)

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TERMS OF EMPLOYMENT: Salary and work year established by SCCSD School Board.

EVALUATION: Performance of this job will be evaluated bi-annually by the Superintendent.

Approved by: SCCSD School Board Date: _____

Reviewed and agreed to by: _____ Date: _____
(Employee)

_____ Date: _____
(Supervisor)