

SAN DIEGO CITY SCHOOLS

POSITION DESCRIPTION

TITLE:	Library Assistant	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Various schools	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	020 PARA
REVISED:	October 8, 2002		

BASIC FUNCTION:

Provide assistance to the instructional program in school libraries/media centers.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. Duties may vary from site to site. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Work with individual pupils and groups of pupils in the library/media center. **E**

Supervise pupil use of library or media center. **E**

Conduct story time and read to pupils. **E**

Assist with instructing pupils in library skills and assist pupils and teachers in locating library materials. **E**

Check library materials in and out. **E**

Arrange bulletin boards and other displays. **E**

Operate audio-visual equipment and copier. **E**

Assist in maintaining the card catalog for the library or media center. **E**

Check condition of library materials and report condition to immediate supervisor. **E**

Gather, compile, and prepare data for statistical and operational reports. **E**

Assist in maintaining records of expenditures for library materials, supplies, and equipment. **E**

May train and direct pupil monitors.

May supervise pupils at assemblies, on field trips and in the lunch or play areas.

May accompany and provide instruction to pupils on buses while enroute to and from school and during field trips.

May assist with the logging of daily bus ridership data.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to graduation from high school.

LICENSING AND OTHER REQUIREMENTS:

Personal appearance, grooming and language patterns which will provide a satisfactory example to pupils.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

School library/media procedures and practices.

Reading and writing English communication skills.

ABILITY TO:

Demonstrate enthusiasm for and interest in library programs.

Communicate with and understand the needs of pupils.

Establish and maintain effective working relationships with others.

Plan and organize work to meet schedules and time lines.

Maintain records.

Read, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, classroom and outdoor settings.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents, perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate tools and equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

NOTE: Some positions may be required to have conversational and written skills in a specific foreign language related to the needs of the assignment; ability to translate and adapt materials to and from English into an appropriate foreign language may also be required.

NOTE: Many positions in this job class may be part time. Part-time positions are subject to an increase or decrease in hours according to district needs. Some positions may involve two or more locations requiring travel between sites within the regular work day.

Issued 5/91

Revised 4.2.04—PeopleSoft

Job Code 6472

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