



<b>Position Title:</b>	<b>Library Services Assistant, Part-time</b>
<b>Date Modified:</b>	May 2023
<b>FLSA Classification:</b>	Nonexempt
<b>Reports to:</b>	Director of Library Services
<b>Position Purpose:</b>	To provide clerical and administrative support to the director of library services. Assists with the Library organization, maintenance, and the planning of and participation in library events.
<b>Work Hours:</b>	7:15 a.m. – 4:15 p.m.
<b>Work Calendar:</b>	School Year (plus one week before and after school ends or as designated by the head of school)
<b>PTO Designation:</b>	Educator - School Year

### **Description**

The Library Services Assistant works with the Director of Library Services to assist with day-to-day Library operations. The Assistant is responsible for providing library support duties related to circulation, reference, computer lab, cataloging, student, and faculty assistance, and assisting with all Library events and weekly library lessons.

### **Essential Functions and Tasks**

- Works directly with the Director of Library Services to assist with initiation and implementation of the day-to-day programs and activities of the Library; coordinates and manages multiple tasks and projects; exercises good judgment, and confidentiality; assists in all aspects of maintenance of the library.
- Coordinates and maintains efficient and effective day-to-day operations within the Library, works directly with division administration and faculty to provide general support to the divisions and assists students, faculty, staff, parents, vendors, and various school constituents, when necessary.
- Coordinates library materials including processing new materials; sorts and shelves books as needed.
- Works with students to enhance their library skills; plans and delivers library lessons in accordance with curricular tie-ins, seasonal, and real-world events.

- Assists with library events such as Book Fair and Fairytale Day as directed by the director of library services including distribution of information through appropriate school communication channels.
- Assists with Fall and Spring Book Fair by aiding in book fair set up, Spring Book Fair reading list binders, parent emails and forms for student accounts and student account management and assisting parents and students during open hours of book fair, and other tasks as assigned.
- Performs responsibilities of circulation desk that involves automated system; maintains confidentiality of user information.
- Routinely helps and evaluates in collection and disquisitions of materials no longer needed for effective use. Mends library items as necessary; participates in annual inventory of collection.
- Manages the Parent Volunteer Coordination Efforts.
- Manages author visit coordination, communication, forms, and money.
- Demonstrates initiative, performs administrative support and assignments with minimal direction.
- Cooperates as a team member with library staff in performing essential library duties assigned by the Director of Library.
- Interacts with parents and visitors in a professional manner.
- Demonstrates a willingness to work as part of a team by being service-oriented, flexible, and reliable when helping co-workers accomplish their jobs/tasks at hand.
- Actively participates in the life of the school where appropriate and relevant to the priorities of the Library.
- Assists in maintaining congruence between the school's board-approved Mission Statement, the Long Range and Strategic Financial Plan and all activities of the library.
- Adheres to school policies in all areas of the school's operation.
- Supports the Employee and School Handbooks and assists with revisions and updates, when necessary, of the school's library policies and procedures.
- Exhibits the behaviors described in the Faculty and Staff Basic Expectations, Characteristics of Professional Excellence and complies with Physical Requirements and Work Environment.
- Is assessed through the Professional Growth and Evaluation Program.
- Other duties as assigned by the Head of School and/or supervisor including extracurricular.
- Completes various tasks related to the employee's yearly goals and the school's long range and strategic financial plan.
- Employee may be required to work remotely or engage in telework activity as determined at the employer's sole discretion.

- This job description is intended to describe the basic, critical elements of the job and should not be construed as an exhaustive list of all responsibilities, skills, efforts or working conditions associated with the job.
- This job description does not constitute a contract. It may be modified or amended at any time as determined in the employer's sole discretion.

**Qualifications**

- College degree preferred.
- Experience in a similar position; experience at an independent school preferred.
- Proficient in most current versions of MS Office, Google docs, Google Drive, internet functions, Veracross, and database management.
- Attention to detail and conformity.
- Successful work experience with children, preferably in a school environment.

**Physical Requirements and Work Environment**

- Occasionally lift 30 pounds.
- Generally, works in standard office conditions and climate.
- May work in varied extreme outside weather conditions during school events, special activities, and fundraising events.
- Ability to work in a fast-paced environment dealing with a wide variety of challenges and deadlines.
- May work at a desk and computer for extended periods of time.
- Ability to stoop, bend, kneel, stand, walk, reach