

NENANA CITY SCHOOL DISTRICT

P.O. Box 10
Nenana, AK 99760 <http://nenanasd.org>
Telephone (907) 832-5464
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LIBRARY ASSISTANT I

REPORTS TO: Building Principal
DATE of DESCRIPTION: December 2, 2005
JOB CLASSIFICATION: Grade H
SKILL CLASSIFICATION: Student Services

NATURE AND SCOPE OF JOB: To effectively and efficiently organize and manage the school library and media equipment; to present a friendly, helpful, activity based program designed to meet the research and literature needs of NCPS students and staff.

ESSENTIAL FUNCTIONS:

1. Demonstrate consistent punctuality and regular attendance.
2. Demonstrate appropriate safety precautions.
3. Adhere to local, state, federal and other regulatory agencies, standards, codes and laws.
4. Adhere to established district policies and procedures.
5. Attend department staff meetings as required.
6. Work cooperatively with other district employees, the general public, and students.
7. Demonstrate accuracy and thoroughness; monitor own work to ensure quality.
8. Facilitate use of traditional research skills *and* use of the Internet as a prime resource
9. Oral reading and introduction of literature to students
10. Monitor student use of computers and Internet access
11. Conduct appropriate age level library activities
12. Establish an equitable library schedule for a K - 12 school
13. Prepare all forms and materials required for inventory purposes
14. Maintain accurate computerized accounting records for all library expenditures
15. Ensure that the library collection is up to date and aligned with the inventory database.
16. Prepare necessary information to facilitate ordering of supplies, books, replacement media hardware, etc.
17. Maintain library database and standard records
18. Maintain and distribute teacher and classroom media materials as needed
19. Organize the library and ensure appropriate cataloging of library collection
20. Provide research and resource development support to classroom teachers K - 12
21. Supervise Library Assistant students and assist in development/training in appropriate library tasks
22. Demonstrate initiative and creativity
23. Perform other tasks and duties as assigned by the Principal or designee
- 24.

POSITION QUALIFICATIONS:

Knowledge, Skills and Mental Abilities

1. Demonstrate aptitude or competence for assigned responsibilities
2. Such alternatives to stated qualifications as the Board of Directors may find appropriate and acceptable.
3. Demonstrated positive speech skills (enunciation and clarity)
4. Ability to think clearly and calculate accurately
5. Ability to work with people of various personality types (flexibility)
6. Possess and demonstrate sound emotional judgment
7. Effective organizational skills.
8. Demonstrate initiative.
9. Ability to follow and successfully complete written and oral directions
10. Ability to observe or monitor objects and people's behavior to determine compliance with prescribed operating or safety standards.
11. Meet Federal No Child Left Behind (NCLB) highly qualified qualifications.

LIBRARY ASSISTANT I

(Continued)

12. Demonstrably accurate spelling, grammar, and writing skills
13. Demonstrable initiative and exceptional public relations/interpersonal relations skills, high energy level
14. Demonstrable computer skills, specifically in word processing, use of spreadsheets, creation and use of data bases, desktop publishing
15. Experience in the use of online ordering, data tracking and information retrieval preferred
16. Exceptional organizational skills required
17. Working knowledge of the Dewey decimal classification system preferred
18. Ability to work with people of various personality types
19. Possess and demonstrate sound emotional judgement
20. Ability to follow and successfully complete written and oral directions

PHYSICAL DEMANDS:

1. Finger strength required to type effectively on a computer keyboard
2. Finger, hand, arm strength and coordination necessary to write on paper, whiteboard, overhead projector sheets, etc. throughout the workday.
3. Visual acuity and stamina to work at a computer monitor
4. Lower body strength to kneel, stand, and walk throughout the workday.
5. Upper body strength to correctly lift up to 25 pounds and carry more than 50 feet.
6. Verbal stamina to articulate clearly and with appropriate volume throughout the workday.
7. Auditory discrimination sufficient to receive detailed information through normal speech at 5 feet and warning cries or alarms above normal classroom and playground noise

ENVIRONMENTAL DEMANDS:

1. Occasional exposure to extreme cold

EQUIPMENT USED:

1. Computer
2. Telephone
3. Electronic label maker
4. Copier
5. Overhead projector
6. Miscellaneous office and craft equipment
7. Basic audio/visual equipment (DVD player, television, VCR, LCD projectors, etc.)
8. Interactive whiteboard
9. Other equipment normally found in a school setting.

EDUCATION, LICENSE, CERTIFICATION OR FORMAL TRAINING:

1. AA or BA Degree in education, library science, human behavior, business administration or related field or commensurate experience
2. Pass State of Alaska background check at own expense (fingerprint check)

-EMPLOYEES ARE HELD ACCOUNTABLE FOR ALL FUNCTIONS OF THIS POSITION-