
TITLE: LIBRARY ASSISTANT

REPORTS TO: Librarian – Principal

QUALIFICATIONS: High School graduate – training in library skills preferred

JOB GOAL: To ensure the smooth operation of the Library/Media Center

PERFORMANCE RESPONSIBILITIES:

1. Responsible for the ordering, cataloging, and distribution of AVA supplies and equipment.
2. Supervise students, and assist in the orientation of library skills.
3. Be responsible for the acquisition, preparation, and maintenance of books and materials.
4. Account for the circulation and collection of library materials
5. Collect data and type a variety of materials, such as:
 - Purchase orders
 - Correspondence
 - Billing notices
 - Announcements and notices
 - Library inventory lists
 - Title II Reports and requests
6. Performs tasks as assigned by the Librarian/Principal

TERMS OF

EMPLOYMENT: As set forth in the collective bargaining agreement between the Board and the WTEA

EVALUATION: Annual in accordance with Board policy

APPROVED: August 3, 2004