

HARLEM CONSOLIDATED SCHOOL DISTRICT #122

Job Description

Elementary Library/Media Center Assistant

Supervisor: Building Administrator
Library/Media Center
Director

FLSA Status: Non-Exempt **Employee Group:** Assistant

Qualifications:

1. High School Diploma or Equivalent
2. Ability to work effectively with students and adults
3. Word processing and data entry skills desired
4. Basic knowledge of library organization and operations preferred

Terms of Employment:

- Nine (9) month
- Part-Time/Full-Time

Responsibilities:

1. Actively support the mission of the school and district.
2. Utilize conscious engagement regarding equity, diversity and inclusion.
3. Represent the Harlem Consolidated School District in a professional manner.

Duties:

1. Assist the Library/Media Center Director with daily organization and operations of school's learning center.
2. Enter and update computer data.
3. Process and update books.
4. Compile, tabulate, and run various reports including weekly and monthly statistics and overdue book notices.
5. Assist staff with A-V equipment.
6. Maintain student Learning Center cards with names and barcodes.
7. Answer circulation inquiries, check-in and materials, and examine returned materials for damage.
8. Shelve books, pull and deliver books/materials to teachers.
9. Assist with Library/Media Center inventory, order and process Library/Media Center supplies.
10. Assist with general care, minor repairs and maintenance of Library/Media Center supplies, materials, and AV equipment.

11. Help organize and run book fairs.
12. Assist patrons in physically locating Library/Media Center materials and answering directional questions.
13. Keep current with best practices and requirements as they relate to your job assignment.
14. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.

The mission of the Harlem Consolidated School District, as a vital part of the community, is to help diverse learners realize their unlimited potential by providing an educational program dedicated to academic excellence and the development of strong character in a safe and respectful learning environment.