



Central Union School District
Lemoore, CA

CENTRAL UNION SCHOOL DISTRICT
Library Clerk

JOB DESCRIPTION

ESSENTIAL FUNCTION:

To maintain the library collections of books and non-book materials and equipment; provide an educationally sound, enjoyable, stimulating atmosphere that meets the needs of the students and staff.

DIRECTLY RESPONSIBLE TO

Site Administrator, Instructional Technology/Media Manager

IMMEDIATE SUBORDINATES

Library Aide

DUTIES AND RESPONSIBILITIES:

Promote and encourage reading; assist students and teachers in selection of books, reference and audio-visual materials; work with teachers in developing and enriching curriculum; tell and/or read stories; demonstrate proper usage of library and library procedures; keep teachers aware of new materials in the library; order new books and audio-visual material; process new materials for circulation using current software program; maintain proper control and preserve a suitable learning environment in the library; provide for the proper care and usage of library property; maintain accurate records of circulation and inventories of books, audio-visual material and equipment; plan and set displays and bulletin boards; check in and out books, AV equipment, periodicals, newspapers and other materials; maintain audio-visual equipment; shelve books; prepare and maintain library correspondence; mend worn materials; cooperate and participate in planning and evaluating the school's library program; performs other related duties as assigned.

QUALIFICATIONS:

Avid reader; computer literate; love of children; knows innovative methods for motivating children to read.

Knowledge of:

Handling and care of books and non-book materials and equipment in library work; audio-visual equipment; children's literature; basic library methods, practices and terminology; basic clerical skills i.e. typing, filing, use of standard office machines (including computers); curriculum and current textbooks in use.

Ability to:

Perform a wide variety of responsible work with little or no supervision; relate well with people; tell and/or read stories; type at least 45 words per minute; operate all equipment in use in the library; perform simple maintenance on audio-visual equipment.

Education and Experience:

Equivalent to completion of the twelfth grade; one year of clerical experience; prior school experience or some experience working with children.

Physical Abilities:

Vision to inspect books, document and other related materials; dexterity of hands and fingers to operate computer and standard office equipment; sitting or standing for extended periods of time; kneeling and bending, pushing and pulling; reaching to retrieve books and other materials; hearing and speaking to exchange information in person and on the telephone; ability to lift at least 25 pounds.

WORKING ENVIRONMENT:

School library environment; subject to frequent interruptions.

SALARY AND WORK INFORMATION

Classified Salary Schedule: Library Clerk

Work Year: 194 Days, ten (10) month work year.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.