



Job Description: School Library Assistant*

Position Purpose:

The library assistant works under the supervision of a licensed teacher-librarian or administrator in maintaining and providing access to the library collection. The library assistant encourages a love of reading among students; maintains a safe, welcoming, and respectful library environment; and works with staff to support student learning.

Duties and Responsibilities:

Maintenance of and Access to Library Collections

- Maintain an organized library collection, which includes processing, inventorying, shelving, and repairing materials and resources in accordance with approved district library policies and procedures
Note: Selecting materials, cataloging, and deselecting materials should be done by or under the supervision of a licensed teacher-librarian.
- Circulate library materials, which includes creating overdue notices, preparing reports, managing patron accounts, and finding materials on behalf of patrons
- Facilitate access to digital resources such as educational subscriptions, online databases, and e-book collections
- Schedule and facilitate the use of library resources and equipment

Support for Student Learning

- Maintain order by monitoring and supervising student behavior
- Assist with teacher-directed and student-selected learning activities
- Guide library patrons in locating and using library materials and related technology
- Identify and gather materials requested by the teaching staff to support instruction
- Support reading engagement activities, which may include read-alouds, book talks, reading promotion programs, book fairs, and displays

Additional Responsibilities

- Maintain organized and thorough library records
- Maintain confidentiality regarding student and staff records and transactions
- Communicate clearly and appropriately with students, school staff, parents and community
- Train and direct the work of volunteers and student assistants in the library

Minimum Qualifications:

- High school diploma
- Strong clerical abilities

- Technology and computer skills
- Experience with office software
- Ability to work with others
- Strong communication skills
- Ability to perform physical duties required by the position
- Ability to perform duties for an extended period of time without direct supervision
- At least 18 years of age

Preferred Qualifications:

- Knowledge of library organization and procedures
 - Prior library work experience, training, or coursework
 - Prior experience working with children and young adults
 - General knowledge or interest in children's or young adult literature
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*Job titles for non-licensed library staff may vary by district, e.g., library assistant, library aide, classified library staff, library technician, media assistant, or library clerk.

The following documents and resources informed the language and content of this job description:

- OAR 581-037-0006
 - OAR 581-037-0015
 - OAR 584-020-0040(4)(i)
 - OAR 584-020-0040(4)(c)
 - OAR 581-022-0421(1)(l)
 - OAR 581-022-1520
 - ORS 342.120(5)
 - ORS 342.120(6)
 - ORS 342.120(9)
 - ORS 342.173(1)
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