



POSITION SUMMARY: The Library Assistant – Middle School plays a large part in ensuring that students have productive library experiences. This is accomplished in a variety of ways, including keeping the library organized and welcoming, shelving books accurately, and checking books in and out in a timely manner. This individual also assists students in locating appropriate reading material. The Library Assistant assists students in accessing and using technology tools but does not provide direct instruction. This position is responsible for greeting guests cordially, making them feel welcome in the library and helping to ensure that their needs are met.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Create a welcoming environment for students, staff, parents, community members and other visitors upon their entrance to the library.
- Assist individual students who are visiting the library and supervise to ensure students follow library expectations.
- Responsible for material check-ins and checkouts for individual students and staff.
- Process all new materials into the district library software (books, textbooks, workbooks, laptops and audio equipment) to include inputting, covering, categorizing and shelving books.
- Responsible for maintaining records for overdue, lost and damaged books; notifying teachers and parents of overdue books and collecting fines.
- Responsible for scheduling and coordinating the use of audiovisual equipment and software, including computer labs and storage systems for technology equipment.
- Manage classroom textbooks to include ensuring adequate supply, tracking, check in/out, cleaning and repairing.
- Help students/staff with technology needs.
- Operate the laminator including running and replacing laminate film.
- Present library orientation at the beginning of the year.
- Perform end of year inventory of all library, consumable and textbook materials.

UNDER THE DIRECTION OF A CERTIFICATED LIBRARIAN OR DESIGNEE:

- Facilitate student book selection, encouraging new titles and genre.
- Purchase new books to keep up with the trends and keep shelves current.
- Purge outdated material.
- Research current and relatable topics/titles to create interest and engage new readers.

OTHER RESPONSIBILITIES:

- Transfer books on loan between other schools in the district when requested.
- Coordinate events in the library such as book talks for KC Library, book fairs.
- Assist with clerical tasks such as filing, sorting, photocopying and light correspondence.
- Multilingual staff member may be asked to translate within their scope of work.

REQUIRED QUALIFICATIONS:

Education and Experience

High school diploma or equivalent

One (1) year clerical experience

ADDITIONAL REQUIREMENTS:

Positive evaluations

PREFERRED QUALIFICATIONS:

Experience working in a school or library environment
Basic knowledge of the district library software system

CONDITION OF EMPLOYMENT:

Criminal background clearance
Work scheduled hours on a consistent basis

KNOWLEDGE OF:

School board policies and procedures
Microsoft WORD
Database management

ABILITY TO:

Organize and perform job responsibilities efficiently and independently without close supervision and able to pay strict attention to detail
Perform safety responsibilities while under pressure.
Demonstrate basic knowledge of modern technology and willingness and ability to increase knowledge to proficiency
Speak, read and follow written or verbal communications: able to proofread
Exhibit proper telephone etiquette
Practice effective safety and security within individual work routines
Remain flexible; able to cope with frequent interruptions as part of a daily routine, to multi-task and shift priorities to meet required deadlines
Develop and maintain positive customer relations with staff, students, parents, and the public in a multicultural and multiracial community
Cope with and assist angry or distraught students, parents, and other community members
Work collaboratively with District staff and promote teamwork with co-workers
Practice ethical and professional standards of conduct including the requirements of confidentiality
Abide by Federal Way Public Schools' Policies and Procedures
Perform the essential functions of the job with or without reasonable accommodations

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES RELATED TO CULTURAL COMPETENCE AND EQUITY:

Knowledge/awareness of own cultural identity and how this influences behavior, and desire to learn about the cultural identity of others.
Ability to establish and nurture an environment that promotes cultural competence and equitable treatment of staff, students, and patrons of the District.
Ability to understand and hold self and others accountable for promoting the Federal Way Public Schools' commitment to "Each Scholar: A Voice. A Dream. A Bright Future."
Ability to recognize that each person is a unique individual even as we celebrate their group cultural heritage.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee will regularly stand and walk, bend neck and back, use hands for repetitive grasping and pushing/pulling. The employee will frequently be required to sit for extended periods of time and use a computer screen and keyboard. The employee may occasionally be required to squat, kneel, and use hands for fine manipulation, climb stairs/ladder, lift and reach overhead, and lift/carry. The employee must regularly lift/carry up to 5 pounds and must frequently lift /carry up to 15 pounds. The employee will occasionally lift/carry a

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maximum of 25 lbs. The employee is occasionally required to push/pull a maximum weight of 200 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The noise level in the work environment is usually moderate. The position constantly deals with frequent interruptions, demanding deadlines, and occasionally deals with angry and distraught employees, studentys, and community members.

WORK SCHEDULE

This position typically works, ___ hours per day, Monday through Friday, ___ days per year

REPORTING RELATIONSHIP

This position reports to and is evaluated by the building Principal and/or Designee. This position also receives direction and setting of priorities from the school librarian.

REPRESENTATION

Federal Way Education Association – Education Support Professionals (FWEA-ESP)

LEVEL OF COMPENSATION

Level 4 on the FWEA-ESP Salary Schedule

CLASSIFICATION HISTORY

Created 5/30/19

FWEA-ESP review 5/30/19

Updated FWEA-ESP job review 11/2019

DISCLAIMER

The preceding list is not exhaustive and may be supplemented as necessary. The statements contained herein reflect general details as necessary to describe the principal functions of this job, the scope of responsibility and the level of knowledge and skills typically required but should not be considered an all-inclusive listing of work requirements, skills or duties so classified. All personnel may be required to perform duties outside their normal responsibilities from time to time as needed.

All employment open positions are made available on a nondiscriminatory basis without regard to race, color, creed, religion, sexual orientation, national origin, gender, age, disability or veteran status.

*Job descriptions are written as a representative list of the **ADA essential** duties performed by the entire classification. They cannot include, and are not intended to include, every possible activity and task performed by every specific employee.*