

**PLANO INDEPENDENT SCHOOL DISTRICT  
Job Description**

<b>Job Title:</b>	Assistant Library	<b>Wage/Hour Status:</b>	Nonexempt
<b>Reports To:</b>	Principal and Librarian(s) assigned	<b>Date Revised:</b>	4/18/17
<b>Dept./School:</b>	Assigned campus		

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**Primary Purpose:**

Assist the Librarian in the full utilization of the services, materials and resources offered to students and staff.

**Qualifications:**

**Education/Certification:**

- High school diploma or equivalent
- Valid Texas educational aide certificate

**Special Knowledge/Skills:**

- Basic knowledge of computers and related technologies
- Ability to communicate effectively and to follow written and oral directions
- Strong interpersonal skills and a willingness to work as part of a team
- Attention to detail and the ability to maintain accurate records
- Ability to work independently and to follow tasks through to completion

**Experience:**

- Previous experience working in a school environment or school library (preferred)
- Experience that demonstrates an understanding of basic library technology (preferred)

**Major Responsibilities and Duties:**

- Assist students and staff in locating materials and using research tools
- Assist students and staff in using library technology, such as digital cameras, video cameras, laptop computers, and other multimedia equipment
- Assist in the organization, scheduling, and circulation of library materials and equipment
- Maintain documentation and use district approved procedures for equipment repair, and withdrawn materials
- Assist the librarian in keeping administrative records and preparing reports

**Job Title:** Assistant Library

Use the library automation system for collection access, circulation, media booking, serials management, interlibrary loans, book and/or AV inventory and compiling of overdue lists and notices

Receive and process new materials according to accepted library standards

Assist librarian in compiling and typing order lists for materials and supplies and requisition library supplies

Help maintain the physical library setting and assist with setup for classes

Assist with the training of volunteers; both student and parents

Provide assistance with media center activities such as book fairs, award ceremonies, and other special events

Re-shelve or replace materials or equipment when they are returned

Follow attendance policy as assigned by supervisor

Follow all rules, regulations, and policies of Plano ISD and follow directives from superiors

Perform other functions that may be assigned by the Administration and/or supervisor

**Equipment Used:**

Uses computer, printer, scanners, office equipment, and various campus AV equipment

**Working Conditions:**

**Mental Demands:**

Reading and comprehending simple instructions; ability to communicate effectively (verbal and written), and maintain emotional control under stress

**Physical Demands/Environmental Factors:**

Frequent standing, stooping, bending, and lifting, pushing and pulling, lifting of boxes and books; frequent use of computer and repetitive hand motions; occasional lifting of up to 50 pounds

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**Acknowledgement:**

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities may be an acceptable substitute for the above specified education and experience requirements at the sole discretion of District Administration.

**Approved By:** W. Noel McBee, Compensation Coordinator **Date:** 04-18-17

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The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or my supervisor have the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

My signature below indicates I understand and acknowledge my job description.

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_