

WELLESLEY PUBLIC SCHOOLS
Wellesley, MA

Job Description

JOB TITLE: Instructional Library Assistant

QUALIFICATIONS:

- High School diploma or equivalent with education/experience mix as determined by the Director of Libraries.
- Experience with the use of computers, library automation systems, internet and emerging technologies as well as office equipment (photocopiers, laminators, etc.)
- Experience in a school library setting and/or working with students preferred
- Possess good communication and organizational skills

EVALUATED BY: K-12 Director of Libraries

JOB GOAL: To assist the school librarian in the full utilization of library services, materials and resources offered to students, faculty, and staff.

WORK YEAR: In accordance with the Wellesley Teacher Association - Unit C

SALARY: In accordance with the Wellesley Teacher Association - Unit C

PERFORMANCE RESPONSIBILITIES:

1. Assist students, faculty, and staff in locating, circulating, and using and creating library resources.
2. Work collaboratively with librarian to maintain library collection, resources, supplies, and space.
3. Actively supervise students during study hall and afterschool.
4. Support the social and emotional needs of students through positive relationship building, appropriate support and engaging instruction.
5. Coordinate and oversee library volunteers.
6. Plan, create, and update library displays.
7. Under the supervision and in collaboration with the elementary school librarian, provide weekly library programming for Kindergarten classes.
8. Perform other responsibilities as may be assigned by the school librarian.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Maintain a record of regular attendance, arrive and depart at specified contractual times, and notify appropriate personnel when absent.
2. Physical agility and strength to perform job-related tasks appropriate for the age and/or grade level.

3. Ability to complete district approved de-escalation and safety training.
4. Maintain an academic atmosphere in the library and develop positive relationships with students.
5. Adapt and acquire new skills and knowledge and use them consistently to support the smooth and efficient running of the library.
6. Multi-task and work well as a team member.
7. Take initiative and work independently.
8. Ability to lift and carry heavy boxes and access books on both low and high shelves.

REVISION DATE: 05/24/18