



**WELLESLEY PUBLIC SCHOOLS
Wellesley, MA
Job Description**

Title: Instructional Library Assistant

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

Performance Responsibilities:

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

Essential Functions of the Job:

- Maintain a record of regular attendance, arrive and depart at specified contractual times, and notify appropriate personnel when absent.
- Ability to complete district approved de-escalation and safety training.
- Maintain an academic atmosphere in the library and develop positive relationships with students.
- Adapt and acquire new skills and knowledge and use them consistently to support the smooth and efficient running of the library.
- Multi-task and work well as a team member.
- Take initiative and work independently.
- Ability to lift and carry boxes (up to 25 pounds) and access books on both low and high shelves.

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: Director of Libraries & Innovation

Work Year: In accordance with the terms outlined in the Unit C collective bargaining agreement

Salary/Benefits: In accordance with the terms outlined in the Unit C collective bargaining agreement

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 will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, and/or hear. The employee is occasionally required to move throughout a building; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands or arms, climb or balance and stoop.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. The employee is required to have the cognitive ability and focus to manage multiple detailed tasks at once with frequent interruptions.

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 will be made to enable individuals with disabilities to perform the essential functions.

Work is performed in an educational environment. Majority of the work is performed in a moderately noisy environment with frequent interruptions.

Non-Discrimination Statement:

Applicants for employment are considered without regard to age, physical, mental or psychiatric disability, genetics, race, religion, sex, sexual orientation, gender identity, marital status, national origin, or military status.

Revised date: 05/24/18

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