

TITLE: **ACTIVITY LEADER: LIBRARY**

- QUALIFICATIONS:**
1. Knowledge of library practices and procedures
 2. Demonstrated knowledge of, and the ability to assist in instructing, reading, writing and mathematics or reading readiness, writing readiness, and mathematics readiness, as appropriate
 3. High school diploma or equivalent
 4. Evidence of library technician training
 5. Ability to work with children of diverse ethnic, racial, cultural, educational and economic backgrounds
 6. Evidence of typing skills

REPORTS TO: Administrator as assigned

JOB GOAL: To assist in providing library materials and services to students and staff

PERFORMANCE RESPONSIBILITIES:

1. Assists participating students in use of library
2. Reinforces classroom instruction in library skills
3. Assists teachers in supervising work of students in library
4. Assumes responsibility for circulation of materials in library
5. Maintains and reports book material circulation records
6. Files book and catalog cards
7. Cards and shelves all returned materials
8. Sends overdue notices
9. Repairs materials as needed
10. Maintains neat and orderly library
11. Helps take yearly inventory
12. Maintains pleasant and relaxing atmosphere conducive to active student use
13. Attends inservice meetings for professional development
14. Prepares science section for library
15. Performs other related duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be according to current schedule; classified salary schedule, class 22

EVALUATION: Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable