



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

<i>Position Title:</i>	Library Assistant
<i>Payroll/Personnel Type:</i>	10-1/2 month
<i>Reports to:</i>	Library Services Coordinator

Position Summary:

The library assistant works with an elementary librarian assigned to two elementary school libraries. The assistant services the schools on the day that the librarian is not assigned. This is a 10-1/2 month position

Essential Functions:

- Shelf books.
- Process new materials for shelving.
- Check books in and out to classes.
- Gather resources for teachers.
- Keep the library open for classes to use for research as needed.
- Read to groups of children.
- Repair books as needed.
- Keep the library climate attractive and inviting.
- Keep statistics of patrons.
- Operate library equipment as requested by teachers.
- Perform other duties as assigned.

Experience:

- **Required:** Experience working with culturally diverse parents and families in an urban educational setting.

Education:

- **Required:** A high school diploma

Knowledge, Skills and Abilities:

- Computer Skills – Microsoft Word
- Knowledge of numerical and alphabetical arrangement of library books in a library
- Good communication and interpersonal skills with adults
- Good communication and interpersonal skills with elementary age children
- Good organizational skills
- Good motivational and teamwork skills

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light Work usually requires walking or standing to a significant degree



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Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

Employee	Date	Immediate Supervisor	Date
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Human Resources	Date
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In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.