



**SJCOE**  
EDUCATE • INNOVATE • INSPIRE

## Job Description

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**POSITION TITLE:** Temporary Library Assistant #4064

**SALARY PLACEMENT:** Classified Temporary Hourly Salary Schedule  
Range 25/A

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### **SUMMARY OF POSITION:**

Under direction of management personnel, administers the Initial, Alternate, and Summative English Language Proficiency Assessments for California (ELPAC) and/or the Alternate ELPAC, including all domains (Speaking, Listening, Reading, and Writing) to grades K-12. Process materials for the library collection including tracking orders for new materials for use and circulation; maintain the library's database; maintain neatness and organization in the library.; help teachers take full advantage of library resources. This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

### **MINIMUM QUALIFICATIONS - EDUCATION AND/OR TRAINING:**

Equivalent of the completion of the twelfth grade. Basic computer knowledge.

### **DESIRABLE QUALIFICATIONS - EDUCATION AND/OR TRAINING:**

Experience working in an educational setting. Experience working in a library. One year of clerical experience.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- assigned software
- basic record-keeping techniques
- standard English usage, spelling and grammar

Ability to:

- operate a computer
- operate standard office and classroom equipment
- carry out oral and written directions
- make routine decisions
- establish and maintain cooperative working relationships
- be flexible and receptive to change
- maintain accurate records and files
- comply with school policies, procedures, rules, and regulations
- assist in the preparation of instructional materials and provide routine clerical support
- communicate effectively both orally and in writing
- prioritize multiple tasks, projects and demands to meet deadlines

Possess:

- interpersonal skills using tact, patience, and courtesy

**ESSENTIAL FUNCTIONS:**

Essential functions may include but are not limited to the following:

1. Perform a variety of clerical duties such as answering phones and maintaining records, logs, and files.
2. Maintain the library in a safe, orderly, and clean manner, assist in preparing exhibits, displays, and bulletin boards.
3. Update and maintain information, records, systems, notices, and databases in various formats and mediums.
4. Process library materials, assist with preparation and implementation of library programs.
5. Provide routine care and maintenance of library equipment as needed and directed to meet established goals.
6. Receive, process and handle library materials for collection, retrieve items from book drops in a timely and consistent manner to accurately shelve materials within the appropriate area(s).
7. Affix barcodes, security strips, spine labels, genre labels, and bookplates in accordance with established processes and procedures.
8. Order new books and supplies.
9. Support communication between site administrators for necessary functions, such as inventory, check out and check in of all teacher and student materials.
10. Assist teachers in selecting library materials and gathering materials, locating material at other sites as necessary.
11. Perform a variety of research and support activities and assist with special projects, as needed; prepare and present various special and recurring reports and forms to provide accurate and timely information.
12. Research, collect, assemble, catalog, and distribute resource materials as required.
13. Participate in available training as needed.
14. Perform related duties as required.
15. Follow all procedures to ensure confidentiality.

**PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a personal computer, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

**WORK ENVIRONMENT:**

Employees in this position will come in contact with students, parents, SJCOE and school district staff, outside agency staff, and the public. Employees in this position will be required to work in a school and/or standard office environment.