

**LAMPETER-STRASBURG SCHOOL DISTRICT**  
Lampeter, Pennsylvania 17537

**POSITION PROFILE – ELEMENTARY LIBRARY ASSISTANT**

QUALIFICATIONS

Possession of a high school diploma or its equivalent.

Possession of a background and interest in children's literature.

SKILL PREPARATION

Ability to interact with and have a good rapport with children and adults.

Ability to perform general clerical functions and exhibit organizational skills.

Ability to operate a computer and related software with competence.

DUTIES AND RESPONSIBILITIES

Be responsible to the Building Principal through the Elementary Librarian for the completion of all assigned duties with accuracy, professionalism, and confidentiality.

Be responsible for supervising students during 20 minute book exchange classes and reading to students when time permits.

Be responsible for assisting students in learning appropriate book use skills, modeling use of the current book search system, arrangement of books on the shelves, and locating materials.

Provide reader's advisory services for professional and support staff: suggesting, selecting, and locating print and non-print materials for individual requests and projects.

Assist teachers and librarian in selecting collections of books and materials to support curricular themes, as well as room libraries.

Be responsible for managing circulation to include:

- Check out books.
- Send overdue notices to students, follow up with phone calls to parents, and collect monies.
- Electronically enter new materials into collection database.
- Organize and straighten shelves daily.
- Assist in completion of end-of year-inventory of entire collection, including purging outdated/damaged materials.
- Perform end-of-year inventory of entire collection, including purging outdated/damaged materials.

Be responsible for technical processing and support to include:

- Check in and distribute new materials that arrive in the library.
- Create and update patron barcodes for all students and faculty prior to beginning services in August; update throughout the year.
- Produce barcodes and labels for all new books.
- Process new materials, i.e. stamping, barcodes, labels, and covering book jackets.
- Update collection database for discarded books.
- Repair books.

- Perform audio visual equipment maintenance, i.e. bulb changing and other repairs.
- Prepare monthly displays and bulletin boards in the library.
- Schedule mobile technology usage, as necessary.

Assist with:

- Book Fair.
- Young Authors' Week.
- Recommending new materials to Elementary Librarian to update.

Discharge all other assignments delegated by the Elementary Librarian.

### EVALUATION

Evaluation will be conducted annually by the Elementary Principal in the areas core competencies and position performance.