

School District of Waupaca
Library Assistant

QUALIFICATIONS:

- 1) High School Diploma, Associate and/or Bachelor's degree in related area of concern
- 2) Coursework and/or experience with current technological practices
- 3) Demonstrated aptitude or competence for assigned responsibilities
- 4) Good communication skills
- 5) Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Building Principal and Director of Technology

GENERAL RESPONSIBILITIES:

To contribute to the efficient operation of the District and library. This position will likely be the first face of the library for many of our students, having a positive/uplifting mindset when interacting with customers (internal and external) is a necessity. Adapt to a variety of responsibilities. Present a positive image when communicating and interacting with community and staff. Properly handle all confidential matters.

WORKDAY:

- Hours: 7:00 a.m. to 3:20 pm.
- Will physically work in the building library

ESSENTIAL FUNCTIONS:

A. Library Responsibilities:

- 1) Run library circulation (checkout, check in, and reshelving).
- 2) Run Chromebook circulation.
- 3) Send Chromebooks out for repair.
- 4) Process library materials.
- 5) Repair library materials.
- 6) Monitor and supervise students who are using the library.
- 7) Troubleshoot with Chromebooks.
- 8) Assist with library inventory.
- 9) Create library displays.

OTHER FUNCTIONS:

- 1) Perform other duties and responsibilities as assigned
- 2) Promote a positive and professional image of the District at all times

Adopted:

Revised: