

**Roswell Independent School District  
Job Description**

**Job Title: ELEMENTARY LIBRARY ASSOCIATE**

**Reports To: BUILDING PRINCIPAL**

**General Job Description:**

Under the direct supervision of building principal. Responsible for clerical service(s) in the school library media center designed to support the RISD library media program. To provide guidance and instructional experiences that are academically and developmentally appropriate for each student assigned to that classroom and manage the operation of the library.

**Essential Duties and Responsibilities:**

1. Maintain library collection, library records and reports including cataloging new books and other library media and shelving books and library media according to District Policy, procedure, and guidelines.
  - a. Develop and maintain collections based on the collection development and evaluation guidelines set forth in the district's policies and procedures manual.
  - b. Responsible for general operation and maintenance of library equipment and maintain an environment to promote use of the library, i.e. research, reading, etc. for students, staff and parents.
  - c. Responsible for notification of student late fees and lost books, fees collected by school secretary.
2. Manage the educational setting in a manner that promotes positive student behavior and a safe and healthy environment.
  - a. Follow district policies and administrative rules and regulations.
  - b. Create and maintain a safe, functional environment conducive to student and staff participation.
  - c. Accurately demonstrate knowledge of the library content area and established curriculum.
  - d. Schedule the use of the library by class and small groups.
  - e. Adhere to copyright as well as other guidelines pertaining to the distribution and use of resources.
  - f. Communicate effectively both verbally and in writing.
  - g. Assist with fund-raising events as needed such as, Book Fairs.
  - h. Work productively with colleagues, parents, and community members.
3. Collaborate with principal and evaluate resources for selection and de-selection in all formats and for all grade levels based on the criteria set forth in the district's library policies and procedures manual.
4. In collaboration with the principal, administer the budget(s) for materials, coordinate requisitions, and maintain an accurate record of expenditures.
5. Collaborate with faculty in development of material essential to support curriculum and lessons.
6. Collaborate with building principal and professional staff to assist in the facilitation of the District's library media program which includes the Material Center.
7. Collaborate with building principal and professional staff to select and deselect library media for the school library collection.
8. Collaborate with teachers in development of appropriate library material for curriculum.
9. Maintain confidentiality in sensitive matters.
10. Make sound decisions and demonstrate intellectual capabilities.
11. Model respect, cooperation, understanding and appreciation of a diverse clientele.
12. Report to work on time and work no less than 7 hours per day.
13. Organize and prioritize tasks and maintain accurate and detailed records.
14. Perform other tasks deemed appropriate or necessary by the principal.

**Qualifications:**

1. High School diploma or GED
2. Must be eligible for Public Education Level 3 Education Assistant License.
3. Library experience in a school environment preferred.
4. Six months as an associate in an educational setting.
5. Training which provides the required library knowledge, skills and abilities.
6. Functions and maintenance of a school library media program.
7. Technology related to a library.
8. Trends in library media field.

**ELEMENTARY LIBRARY ASSOCIATE (CONT'D)**

**Physical Requirements:**

Sitting, standing, lifting and carrying (up to 40 pounds), climbing stairs, reaching, squatting, kneeling, having full mobility of fingers/hands, and moving light furniture may be required, unless ADA accommodations have been mutually agreed on and does not create an undue hardship upon the district.

**Safety and Health:**

Knowledge of universal hygiene precautions (blood borne pathogens, body fluids, etc.)

**Equipment/Material Handled:**

Must know how to properly operate, or be willing to learn to operate, multi-media equipment including current technology as needed.

**Work Environment:**

Must be able to work within various degrees of noise and temperature. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hours work may be required. May work under stressful conditions on occasion.

**Terms of Employment:**

Salary and work year to be established by the Board.

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**I have read and understand the responsibilities and duties as described in this job description and can meet all essential functions.**

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**Signature**

**Printed Name**

**Date**