

Library Secretary



Reports to: Building Administrator
Salary Schedule: Schedule B
FLSA Status: Hourly

Bargaining Unit: Wenatchee Assoc. of PSE
EEO Class: Level 5
Revised/Reviewed Date: January 2019

SUMMARY:

Works collaboratively with the support of the teacher-librarian to perform library services, including; acquisition, cataloging, circulation, or reference work. Answer simple library information and directional questions. Interact and encouraged students in the library and computer lab environments. Continually observe tasks that need to be done and perform them with minimal supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Note the library/lab calendar upon arrival daily.
- Survey the instructional and clerical tasks planned for the day.
- Monitor student activities as requested by the teacher-librarian.
- Independently use library production tools, including the laminator, the copy machine, the die cutter, the copier and the printers.
- Evaluate library aides' effort and accuracy with their assigned shelf management.
- Direct library aides to optional activities when library tasks are completed.
- Report library aides' performance to teacher-librarian.
- Participation in management and processing of library inventory.
- Shelve materials as well as supervise student shelving and housekeeping.
- Assist in the processing and repair of print materials including stamping, applying dust covers and labels.
- Arrange creative library displays as requested.
- Assistance in the delivery of instructional material.
- Communicate with the teacher-librarian or classroom teacher to clearly understand student and/or assignment expectations.
- Search for and identify resources valuable to the assigned task.
- Interact with students in a positive manner holding them responsible for their learning and behavior.
- Assist with the use of technology to improve student learning.
- Use a word processing application to assist students and produce library materials.
- Use a mail application to communicate via e-mail.
- Proficient with the Internet browser to assist students with directed searches.

- Willingly observe and participate in lessons involving technology skills with the purpose of learning new computer applications in order to extend skill base.
- Assist with basic troubleshooting, including printer settings, text formatting and network connectivity.
- Other duties as assigned

EDUCATION AND EXPERIENCE:

- High School Diploma or equivalent
- AA Degree or equivalent credits, or passing score on Praxis Assessment test.
- Good computer skills and willingness to increase clerical, processing and technological skills related to advancing library services.
- Secretarial/clerical experience of at least one year preferred.
- Must love working with kids, and possess strong people and communication skills.
- Attendance and punctuality are important in this position
- A Washington State Patrol Criminal History Information Form, required by RCW 43.43.830.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Teamwork - Exhibits objectivity and openness to others views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Conserves organizational resources.

Computer Skills – To perform this job successfully, an individual should have strong knowledge of computer operating systems.

Customer Service – Maintains professional demeanor when dealing with difficult or emotional situations; Responds promptly to staff, student and public needs; Solicits feedback to improve service; Responds to requests for service and assistance;

Mathematical Skills – Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Interpersonal Skills - Keeps emotions under control; Remains open to others' ideas and tries new things. Shows respect and sensitivity for cultural differences; promotes a harassment-free environment.

Oral and Written Communication - Listens and gets clarification; Responds well to questions; Participates in meetings; Read and comprehend written and verbal instructions. Writes clearly and informatively.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Safety and Security - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.

Attendance/Punctuality - Is consistently at work and on time; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions. Meets commitments, Follows policies and procedures.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

The environmental factors described here are representative of those that may be present in the work place while the employee performs the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, grasp or feel; reach with hands and arms; push and pull, and talk, hear and smell. The employee is frequently required to stoop, kneel, or crouch. Employee in this position may encounter prolonged sitting and/or standing. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and ability to adjust focus.

This position may require working with a diverse group of individuals. This position may require working with students of all ages as well as parents and staff. Employees in this position may encounter stressful situation where a professional attitude will be required. Multi-tasking is essential as deadlines and frequent interruptions are common.