

## **BURBANK UNIFIED SCHOOL DISTRICT**

**CLASS TITLE: LIBRARY ASSISTANT**

**BASIC FUNCTION:**

Under the direction of an administrator to assist the Resource Teacher, perform a variety of duties to maintain an elementary school library; provide assistance to teachers, aides and students in locating and utilizing reading materials, books and other library resources.

**REPRESENTATIVE DUTIES:**

Provide assistance and instruction to students in locating and utilizing resources in an elementary school library; reinforce library skills and provide bibliographic service as needed.

Assist teachers and aides in identifying and locating appropriate library materials; check out and deliver library materials and equipment.

Conduct story time in the library or in the classroom; preview and select appropriate stories for assigned grades and prepare visual aids.

Receive new library materials; sort, stamp, label and attach book pockets and library cards to books and other materials.

Perform general library duties related to the circulation, distribution, processing and repair of books and other resources; shelve books and check materials in and out.

Maintain inventory and shelf lists; update files and delete books as needed; order new books and materials as directed.

Maintain the library in a neat and orderly condition; design and prepare displays for library bulletin boards.

Prepare worksheets and games to assist students in developing library skills; present lesson plans as assigned.

Operate standard office machines and perform clerical support duties such as typing, filing and duplications.

Participate in the periodic inventory of library books and materials.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Basic library skills and organization.  
Circulation, distribution and processing of library books and related materials.  
Appropriate stories and reading levels of elementary school students.  
Operation of standard business and instructional machines and equipment.  
Modern office practices, procedures and equipment.  
Record-keeping techniques.  
Oral and written communication skills.  
Interpersonal skills using tact, patience and courtesy.  
Child Guidance principles and practices.

**ABILITY TO:**

Assist teachers, aides and students in locating and utilizing library materials.  
Perform general library duties involving the circulation, processing and distribution of books and other library resources.  
Understand and follow oral and written directions.  
Communicate effectively both orally and in writing.  
Work cooperatively and effectively with others.  
Plan and organize work.  
Operate standard office machines and perform clerical support duties such as typing, filing and duplications.  
Select and present appropriate stories to children.  
Enlist the support, interest and participation of students.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and previous experience working with school age children.

**LICENSES AND OTHER REQUIREMENTS:**

Successful completion of the State-mandated proficiency examination.

**WORKING CONDITIONS:**

Elementary school library environment; subject to lifting and shelving books and pushing carts.