

Corning Union Elementary School District
Job Description

JOB TITLE: LIBRARY CLERK

Salary Range:	16	Department: Library
Reports To:	Technology and Media Services Spv.	Approved by: Board of Trustees June 11, 1997

POSITION SUMMARY:

Provides assistance to students and staff in all aspects of library services including research, works in print, non-print, video, audio, and computers.

ESSENTIAL FUNCTIONS:

Teaches students the proper usage of all library resources.

Gives curriculum-based instruction to students and staff, utilizing library resources.

Assists students and staff in the use of computers including word processing programs, other related software, and Internet access.

Creates simulations and templates for others to use in the use of electronic programs.

Prepares books for processing and cataloging.

Creates lists for staff that are relevant to their curricular needs.

OTHER RESPONSIBILITIES (NONESSENTIAL FUNCTIONS):

Performs other work related duties as assigned.

QUALIFICATIONS/EDUCATION:

Experience in library services and working with children (paid or volunteer).

Ability to type 40 net wpm.

Strong verbal, written, and interpersonal skills.

Basic knowledge of computers and software required.

Ability to speak, read, write, and communicate effectively in English.

Ability to work independently with a minimum of guidance and supervision, following oral and written directions.

Must have personality to maintain human relationships demanded in a public service agency, and the ability to deal effectively with staff, parents, students, administrators, etc.

High school diploma or equivalent.