

Grade Classification: Library Practicum 1

Reports to: MHS Teacher Librarian

Supervisory Duties: None

Job Summary: Work-service to library patrons in a school library setting. Experience and introduction to library support staff and program management.

Qualifications: Must complete confidentiality agreement.

Duties:

- Read and participate in LOL Book Club event
- Repair books.
- Prepare books for shelf
- Create one display for display case
- Write book recommendations in Destiny.
- Circulation, shelving, straightening library shelves.
- Arrive to work on time, in school appropriate clothing.
- Superior attendance is required.
- Follow confidentiality expectations.
- Complete Digital Citizenship modules (2).
- Maintaining “satisfactory” ratings on yearly performance appraisal
- Treat fellow staff members and customers with respect and kindness.

Responsible for Customer Service:

Job well done when: Customers are greeted and assisted with a smile in an efficient manner. Work is completed with high quality processing. Customers are able to access materials in the library and online.

Physical Requirements:

- Stand for prolonged periods of time
- Perform duties requiring repetitive movements such as twisting of the wrist/ elbow and arm extension
- Bending, walking, stairs, crouching, carrying and reaching
- Push/ pull heavy loads using a cart or 2 wheel dolly
- Frequent lifting of 25 pounds