

Grade Classification: Library Practicum 2.0

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.
Prerequisite: Successful completion of Library Practicum 1.0

Duties:

- Collection analytics
- Prepare book list for purchase and catalog entry.
- Explore shelf arrangement of Library.
- Explore school librarian duties and training.
- Develop a proposed 5-year spending plan and library budget in collaboration with the librarian.
- Read and participate in one LOL event.
- Gather statistics and complete State Library Report.
- Complete Digital Citizenship modules (2).
- Circulation, shelving, straightening library shelves.
- Arrive to work on time, in school appropriate clothing.
- Superior attendance is required
- Follow confidentiality expectations.
- 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