

## JOB DESCRIPTION

**DEPARTMENT:** HIGH SCHOOL

**JOB TITLE:** LIBRARY CLERK/TEXTBOOK ROOM

**REQUIREMENTS:**

- A. Education Level:** High school diploma
- B. Experience Desired:** One to three years' experience in similar setting.
- C. Physical Requirements:** Constant hand-eye/mind-eye coordination, hearing; intermittent filing, fingering, grasping, hearing, keyboarding, typing, walking, balancing, bending over, carrying, climbing, crawling, crouching, holding, indexing, lifting, sitting, stamping, standing, stooping, talking, turning, unlocking, writing. Frequent repetitive motion of wrists, hands, fingers. Ability to lift 25 pounds.
- D. Other:** Organizational skills and demonstrated proficiency with a computer.

**REPORTS TO:** Librarian

**RECEIVES GUIDANCE FROM:** Librarian

**ESSENTIAL FUNCTIONS AND DUTIES:**

1. Enters data into the computer: SDLN, inventory, book records, and bibliography item records.
2. Supervises the library and assists with checking out books.
3. Prepares overdue notices.
4. Processes new books.
5. Maintains a current shelf list.
6. Processes audio visual materials.
7. Processes new textbooks and unpacks boxes.
8. Issues textbooks and maintains records of distribution.
9. Checks textbooks inside and out.
10. Types purchase orders for the next year.
11. Successfully completes First Aid, CPR, and SD Board of Nursing approved Medication Administration training and certification.
12. Provides care/first aid for students with injury and/or illness. Care could be emergent or non-emergent in nature.
13. Completes district accident reports.

14. Provides care for students with chronic health conditions, in accordance with student's care plan as delegated by the school nurse. Care could be emergent or non-emergent in nature.
15. Obtains authorization, logs, and dispenses medication to students, as delegated by the school nurse.
16. Processes student immunizations in accordance with SD state law and district procedures.
17. Performs other duties as assigned.

**WORKING CONDITIONS:**

A.        Inside                                Outside                                Both  
               XXX

**B. Climatic Environment:**

Climate controlled environment with some temperature variations.  
 Typically, work is conducted in a comfortable environment.

**C. Hazards:**

Exposure to communicable diseases.

**I have read and understand this job description and can fulfill the essential functions as listed.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**