

LIBRARY INSTRUCTIONAL ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for instructing groups of students in a school district on proper library usage. This instruction may be given with or without the assistance of a classroom teacher. An incumbent in this position is responsible for providing routine assistance to library users, helping students with library projects and performing routine clerical tasks. Work is performed under the general supervision of a higher level employee and is carried out accordance with established school policies and procedures. Supervision of personnel is not a function of this position. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Instructs library users on proper library usage;

Provides assistance to faculty, staff and students in the area of reference services and recreational reading services;

Provides assistance to library users in using equipment and the library facilities;

Aids library users in finding and using reference materials;

Prepares bibliographies for school personnel;

Assists students in preparing library projects;

Prepares book displays and talks and discussions with students to promote children's literature;

Organizes and facilitates library and school programs including Author's Day, Read Across American as well as other school reading incentive programs;

Assists faculty in developing a library instructional program to assist in creating a productive learning environment;

Participates in developing and implementing a media program including the selection, review, processing and ordering of library materials that support the curriculum and meet educational standards;

May use electronic data processing equipment in the course of performing various duties.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the basic aims and services of a school library including library organization and cataloging; good knowledge of the Dewey Decimal System; good presentation skills; ability to understand and carry out oral and written directions; ability to prepare basic instructional plans and activities; ability to establish and maintain a rapport

with students and others; ability to write legibly; clerical aptitude; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Completion of a high school diploma or a high school equivalent diploma and one (1) year of experience in working in a school library; **OR**
- B. Completion of a high school diploma or a high school equivalent diploma and two (2) years of experience working as a teacher aid; **OR**
- C. An equivalent combination of training and experience as indicated in A and B above.

ULSTER COUNTY
4067 LIB INST AS
Classification: Competitive
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Adopted: February 6, 2002