

## PENN VALLEY UNION ELEMENTARY SCHOOL DISTRICT

14806 Pleasant Valley Rd., Penn Valley, CA 95946-9722

Phone (530) 432-7311 Fax (530) 432-7314

www.pvuesd.org



**Job Title:** Library Clerk

**Basic Function:** To coordinate and maintain the organization, direction, and operation of the library; to provide library services to students and teachers; to process and inventory textbooks, workbooks and materials; to assist with designated clerical duties.

**Job Range:** Range 3

**Reports To:** School Site Administrator

### **Essential Duties and Responsibilities:**

Essential functions may include, but are not limited to the following:

- Maintain a clean and positive learning environment, including: shelving books, selecting books for display and maintaining bulletin boards.
- Maintain library catalog, including: entering new books and student data, monitoring overdue notices, circulation of books, and tracking inventory of library materials.
- Review current inventory of books, create requests for library purchases, and maintain approved purchase records.
- Maintain textbook inventory, including: ordering, assigning, and tracking all currently adopted textbooks.
- Repairs, mends and cleans library materials.
- Pull books for curriculum requests.
- Provide lessons on state adopted school library standards.
- Surplus outdated and damaged library materials and textbooks, and prepare reports for the district.
- Assists students in finding books on shelf and/or in the online catalog
- Prepare overdue reports of both textbooks and library books, including: issue reports to teachers, complete reminders for students; prepare monthly and final report for school office.
- Coordinate library use.
- Create requests for purchase of necessary supplies and materials.
- Participate in library related fundraising.
- Attend on-going professional development meetings/trainings.
- Other duties as assigned.

## **Physical Requirements**

Employees in this position must have the ability to:

1. While performing the duties of this job, the employee is regularly required to stand; walk; use hands and fingers to handle or feel objects and talk or hear. The employee is frequently required to reach with hands and arms. The employee is frequently required to sit. The employee frequently must squat, stoop or kneel and reach forward.
2. See and read a computer screen and printed matter with or without vision aids.
3. Hear and understand speech at normal classroom levels, outdoors and on the telephone.
4. Speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone.
5. Exhibit manual dexterity to dial a telephone, to enter data into a computer, and to perform assigned classroom tasks using both hands.
6. Physical agility to lift up to 25 pounds to shoulder height and 50 pounds to waist height; and to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.
7. The employee will sometimes push/pull items such as desks, tables or chairs.

## **Work Environment**

Employees in this position will be required to work indoors and outdoors in a school environment and come in direct contact with students, Penn Valley Union Elementary School District staff, and the public.

## **Education and Experience**

Qualification Requirements/Skills and Abilities

1. High school diploma or general education degree (GED).
2. Knowledge of basic approaches used in the teaching of reading, language arts and math.
3. Discretion in maintaining confidentiality.
4. Ability to maintain lines of communication and positive relationships with students, assistants, teachers and supervisors.
5. Ability to work independently and use initiative.
6. Communicate effectively in both oral and written form.
7. Ability to organize materials and maintain accurate records.
8. Follow oral and/or written instructions.
9. Valid Driver's License, Criminal Justice Fingerprint Clearance, TB Clearance
10. Current CPR/First Aid Certification

The information contained in this job description is for compliance with the American Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals in this position and additional duties may be assigned.

PVUESD is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, religion, sex, disability, age, medical condition (cancer-related), ancestry, marital status, citizenship, sexual orientation, or status as a Vietnam-era veteran or special disabled veteran. The District prohibits sexual harassment. Inquiries regarding the District's nondiscrimination policies may be directed to the Superintendent or designee.

At time of employment, the employee will be required to sign a copy of their job description for their personnel file.

I have received a copy of this job description.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**Board Approval: April 19, 2017**