

## Responsibilities and Hours of Work for Elementary Library Assistants

- Elementary library assistants are paraprofessionals without library certification. They are trained by the elementary library media specialist to handle the day-to-day duties of the media center. The elementary library media specialist handles all other library/media responsibilities.
- **FUNDING FOR LIBRARY ASSISTANTS** — Funding for library assistants in the schools has been allocated on a district level. The funding is provided on a per school basis and is not based on student enrollments.
- **APPROPRIATE RESPONSIBILITIES**
  - Work closely under the direction of the Area Library Media Specialist
  - Circulate books and materials to students and faculty
  - Manage the patron database
  - Reshelf all materials in correct alphabetical and Dewey order
  - Help patrons find materials
  - Read and share literature with all grades
  - Present prepared Media Curriculum with the support of the classroom teacher
  - Send out overdue notices to patrons
  - Process book shipments as they arrive
  - Notify faculty and students of new materials
  - Keep the library media center clean, orderly, and attractive
  - Make minor book repairs
  - Attend in-service trainings
  - Enjoy working with the students and the staff
  - If absolutely necessary, supervise classes in the library without the classroom teacher present while PLCs are taking place.

- **INAPPROPRIATE RESPONSIBILITIES** — The assignments listed below are not appropriate for library assistants and should not be assigned to them:
  - Training new library assistants
  - Selecting books, new or donated
  - Creating book orders
  - Discarding books
  - Planning architectural changes
  - Rearranging library shelving
  - Providing input on grants
  - Creating curriculum
  - Assisting in hiring process
  - Supervising students in the following situations:
    - During recess
    - In detention
    - Taking tests
    - Working on group projects
    - Needing extra help with assignments
    - When outside the classroom
    - In the library without the classroom teacher present unless it is absolutely necessary for the library assistant to cover while PLCs are taking place
  - Performing non-media assignments;
    - Preparing Fixed Asset Inventory Reports
    - Serving as substitute teacher
    - Supervising playground
    - Serving on school committees
    - Supervising reading programs
    - Supervising or administering tests
    - Working in the main office

- **RESPONSIBILITIES OF DISTRICT LIBRARY MEDIA SPECIALISTS** (Deanna Higham, Denise Anderson and Laura Boyd)
  - Assisting in hiring process and training new library assistants
  - Selecting books, new or donated
  - Creating book orders
  - Discarding books
  - Planning architectural changes
  - Creating curriculum
  
- **WORKING HOURS**
  - Elementary library assistants are employed to provide access and assistance to students and teachers needing to use the materials provided in the school library media centers. The library media centers should not be closed at any time during the school's hours of operation without the authorization of the principal. Eliminating access to the library media center to accommodate personal schedules of the library assistants is not appropriate.
  - Elementary library media assistants are scheduled to work 17 hours per regular work week; hours should be adjusted according to the District schedule for shorter work weeks. The school principal determines how the work week is divided between the two media specialists: 1) two and one-half days per week, or 2) mornings or afternoons. The hours each day that an assistant works should match, as closely as possible, the hours that children are in school. Assistants work individually except for a scheduled two-hour overlap once a week for planning, training, and coordination.
  - Assistants' lunch periods are not included in the 17-hour "paid" schedule. Assistants are entitled to ½ hour duty-free lunch.