

WENTZVILLE R-IV SCHOOL DISTRICT

Position Description

Position Title: Elementary Summer School Librarian Assistant

Reports To: Summer School Administrator

QUALIFICATIONS/REQUIREMENTS

- Must have valid MO DESE Substitute Certificate
- Must be available to work all 16 days of the summer school program as well as attend the staff work day on the Monday prior to the start of summer school for a total of 17 staff work days.

ESSENTIAL JOB DUTIES

- Provides support for the library program so that both faculty and students can take full advantage of the resources available in the library.
- Assists students with finding materials throughout the summer school program.
- Maintains circulation desk.
- Checks-out and renews books.
- Maintains lists of overdue materials and fines, and informs the office, as requested.
- Determines and collects fines and other fees.
- Assists in minor repairs.
- Shelves books and monitors shelves to restore the correct Dewey order.
- Perform duties (e.g. early drop-off, breakfast or lunch duty, recess) based on summer school staff schedule.

OTHER DUTIES AND RESPONSIBILITIES

- Performs other job-related functions as may be assigned by the summer school administrator.

ADA COMPLIANCE

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position and additional duties may be assigned when appropriate.

TERMS OF EMPLOYMENT

Salary and work calendar to be in accordance with current pay plan and District Policy.