

## **SOUTHERN COLUMBIA AREASCHOOL DISTRICT**

**POSITION:** **LIBRARY MANAGER/ACADEMIC TUTOR**

**POSITION GOAL:** Manage the operation of the HS/MS Library. Assist users in the use of materials, equipment, and/or services provided by the library. Provide academic tutoring support to Middle School and High School students.

**TERMS OF EMPLOYMENT:** Terms of employment in accordance with the Supervisor agreement.

**REPORTS TO:** High School Principal.

### *PERFORMANCE RESPONSIBILITIES*

1. Maintain a full and working knowledge of library automated system and system software.
2. Be knowledgeable of library services and able to answer and record reference questions.
3. Ensure all materials are catalogued according to Library of Congress standards.
4. Keep updated statistics and usage records of all library materials.
5. Manage new books and other print materials.
6. Aid in charging, discharging, or renewing of library materials; shelve all books and other materials; monitor shelving done by staff.
7. Oversee collection of fines, replacement of lost library materials, and donations of new library materials.
8. Conduct simple troubleshooting on library lab computers. Be able to assist students with basic school related tasks.
9. Assist with Library programs and events as needed.
10. Create or approve payroll work authorizations for staff.
11. Tutors students in order to improve their academic performance. Works closely with both faculty and students to determine needs and extent of tutoring required.
12. Conducts individualized tutorial sessions for students with academic deficiencies; determines what skill areas require additional assistance.
13. Maintains all records required to document student's attendance and academic progress.

### *PROFESSIONAL RESPONSIBILITIES*

14. The SCASD values professionalism in its employees. The following attributes and behaviors are identified as examples of what is expected of an employee:
15. Display empathy and positive regard for others in written, verbal and non-verbal communications.
16. Work effectively with colleagues and students by practicing punctuality, respect for deadlines, collaborative problem solving, and honest communication.
17. Build trusting relationships by acting with integrity, courtesy, and responsibility, even in the face of stress or demanding workplace conditions.

18. Maintain proficiency as needed and approved by attending trainings, reading job-related materials, and meeting with others in area of responsibility.
19. Dress appropriately for a workplace with frequent customer service interaction and community outreach.
20. Meet all required standards of confidentiality and safety. Maintain work areas in a clean and orderly manner.

**EVALUATION:** Performance will be evaluated annually by the High School Principal.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**QUALIFICATIONS:** Associates Degree and two years of library work experience and/or training, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties or a Bachelor's degree. Requires the use of general principles and techniques of clerical practices, including word processing, data input, and database application skills.

While performing the duties of this position, the employee is frequently required to sit, communicate, reach and manipulate objects, tools or controls. The position requires mobility. Medium physical exertion. Duties involve moving materials weighing up to 25 pounds on a regular basis and up to 40 pounds on an occasional basis; assistance common from Physical Plant. Manual dexterity and coordination are required over 75% of the work period while operating equipment such as computer keyboard, mouse, and similar office machines. Must be able to hear (40 decibel loss maximum), verbally communicate and see with near acuity of 20 inches or less and far acuity of 20 feet or more with depth perception, accommodation and field of vision. Subject to inside environmental conditions.

**SUPERVISORY RESPONSIBILITY:** Responsible for supervising student employees. Recommends personnel actions to the High School Principal who is responsible for carrying out personnel decisions.

**SUPERVISION RECEIVED:** Works under the general supervision of the Literacy Specialist, and reports to the High School Principal.