



**SCHEDULE 2**  
**EMPLOYEE JOB DESCRIPTION**  
**Elementary Library Assistant**

**Level:** Mid-Level  
**Responsible to:** ES Principal

**Load:** Full-time  
**Service Period:** One year

**Nature and Scope**

The incumbents of this position are responsible for Managing the circulation desk (check-in, check-out, collect fines, assist patrons, manage copier, etc.) Shelve library materials, keep library straightened and neat and help to maintain a quiet atmosphere to provide the necessary instructional environment that will help students develop their God given gifts and talents.

**Professional Responsibilities**

**1. Modeling & Leadership**

- a. Model a personal commitment to Christ and Christian living.
- b. Strive to inspire others to christian commitment.
- c. Maintain a positive christian spiritual environment.
- d. Consistently model professionalism.
- e. Exhibit characteristics of being a lifelong learner
- f. Maintain a positive library environment focused on growth and excellence.
- g. Provide leadership that ensures all library activities are congruent with the school vision and mission.

**2. Supervision**

- a. Assist in the supervision of students in the library – maintain a quiet atmosphere and make sure that students are in the media centre with proper permission
- b. When there are students upstairs, please go up and walk around every so often. It helps to keep the noise down.
- c. If a group of students is getting too noisy, go up to them and ask them to work quietly. If they do not comply, warn them that next time they will be separated or asked to leave.
- d. Follow through on this. Report them to the librarian if there is any trouble.

**3. Communication and Collaboration**

- a. Maintain an attitude of openness and desire for communication
- b. Maintain workable relationships with students, colleagues and staff.
- c. Attend and participate in school meetings
- d. Serve on committees to support the overall school programs when requested.

**4. Duties**

- a. Turn on computers and log into an online catalogue, replace newspapers, transfer check-outs and renewals from notebook to computer.
- b. Check in all materials found in book drop and on counter
- c. Shelve books and videos (daily) or supervise the Student Assistants in this job.
- d. Ensure all chairs are in their proper location chairs should be pushed in and tables straight.
- e. Any books lying on the table or chairs should be CHECKED IN then put on a cart to be shelved.
- f. Lights should be turned off, windows should be closed and all computers should be shut down at the end of the day.
- g. Cushions and pillows should be in their proper places.
- h. The circulation desk should be straightened, computer and copier turned off and covered.
- i. Shelve magazines Check in new magazines, stamp, and place in blue binders -- shelve old issues
- j. Generate a new overdue/fine list on a weekly basis.
- k. Process new materials : enter into computer, stamp, affix bar-codes and spine labels. Cover with book jackets or plastic as needed.



*To inspire and equip each student to develop their God-given gifts for Christ-like service in the world community.*

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- l. Assist in taking inventory of books and materials at the end of the year
- m. Perform other duties as assigned.
- n. General shelf-reading and tidying of the shelves and library area
- o. Tidy the magazine rack.
- p. When checking books, verify the patron's name, scan the book to make sure that the title on the screen matches the one on the book and double-check the due date.
- q. Please be sure that Mature Reader books are only checked out by 11<sup>th</sup> and 12<sup>th</sup> graders unless a younger student has a parent permission form on file.
- r. TEACHERS are the ONLY patrons who are allowed to check out videos without permission from the librarian (or in the case of a student, they must have a note from a teacher – set a due date for two days later).
- s. Renewals – Students are allowed to renew library materials twice.

#### Shelving:

- a. PLEASE make sure you put materials back in the exact spot where they belong
- b. In the fiction section, all of the books by the same author should be together – not split up.
- c. Books should be standing straight on the shelf, but the bookend should not be pushed in tightly to make sure that someone could remove a book without having to move the bookend.
- d. Straighten shelves as you go
- e. Shelf-read shelves as you go
- f. Encyclopaedias should be in alphabetical order
- g. Magazines should be in order by date

#### Collecting payments for fines:

- a. ALWAYS pull up the students record and verify the amount, plus they may still have books overdue and need to turn those in before paying the fine – be sure to clear fines on the computer as they pay them.
- b. You may collect money for fines and give change as needed. Once you have 4000/= or more in your drawer, transfer to a lock box in the library office.

#### Copier/Printer info:

- a. The research computers in the MC will print to the copy/printer at the circulation desk
- b. You are responsible for assisting with the printer/copier.
- c. No one should use the copier except for the library staff
- d. Payment MUST be made when copies are made – no IOUS without permission -- if they want to make copies, ask them if they have money
- e. Please put all copy money in the lock box and keep track of what you receive

#### Random Information

- a. Students should not be behind the circulation desk or in the workroom without permission
- b. What a person checks out is PRIVATE information. Patrons will want to know who has such and such a book checked out – please tell them that you cannot give them that information, but that you can reserve the book for them so that when it comes in they can check it out next.
- c. One exception to this is for teachers. If a teacher has something checked out and another teacher needs it for a class, they may be told.
- d. If a patron is looking for a book – the computer says that it is in, but it is not on the shelf – check the cart
- e. You are responsible for assigning patron numbers to parents and new students based on the Power School numbers received from the registrar.
- f. Please provide suggestions to make the MC run as efficiently as possible
- g. \*You are allowed 30 minutes for lunch and will be able to take a 15 minute break in the morning as well as a 15 minute break in the afternoon. It is expected that lunchtime and the breaks will be scheduled when convenient and will not interrupt Media Center activities. Please coordinate these with the librarian's schedule as well.

#### 5. Skills and competencies

- a. Good communication skills.
- b. Ability to prioritize
- c. Excellent Leadership and organisational skills.





- d. Good researcher
- e. Liaison skills.

#### **6. Professional Development**

- a. Participate in scheduled inservice, curriculum planning and professional development activities
- b. Remain abreast of current developments and related technology.
- c. Engage in reflective reviews with your supervisor.

#### **Professional Qualifications**

1. Hold a valid degree in library science.
2. Possess a high school diploma or certificate/degree with emphasis in library science
3. A personal commitment to Jesus Christ as Saviour and Lord.
4. Demonstrate a respect for diversity of culture.
5. Exhibit a continuing sense of God's calling to service at Rosslyn.
6. Give Evidence of at least 2 years successful library experience in a North American school setting.
7. Agree and covenant to the basic tenets of Rosslyn Academy.
8. Demonstrate the ability to use technology for word processing, data management and electronic communications.
9. Ability to communicate effectively in English both written and spoken.
10. Demonstrate an appreciation for the diversity of the body of Christ.

**N.B** (This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (i.e., emergencies, changes in personnel, workload, rush jobs, or technological developments).



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