



COMMUNITY EDUCATION BUILDING CORP. POSITION DESCRIPTION

Title: Library Assistant
Reports To: **CEB Librarian**
www.cebde.org

ESSENTIAL QUALITIES

The Library Assistant at the Community Education Building (CEB) will perform a variety of computer, clerical, and library duties in a school library; implement library lessons planned by the CEB Librarian and tenant school teachers; and provide general information and assistance to students and staff.

ESSENTIAL FUNCTIONS

The part-time school library assistant provides access to information and resources for all students, staff and community users, as well as providing instruction to facilitate independent use of library resources. The essential functions for the School Library Assistant are as follows:

INFORMATION SPECIALIST

- Assists students in identifying, locating and interpreting information housed in the library and helps students locate information outside of the library.
- Assists students and staff with circulation of library materials.
- Implements policies and procedures which ensure that access to information is not impeded.
- Helps conduct periodic inventories of the book collection and materials as assigned.
- Performs general data input.
- Operates various office and instructional audiovisual equipment.
- Helps with preparation of displays and learning centers.
- Maintains orderliness of shelved materials; shelves books and periodicals; pulls and routes materials in need of mending, binding, repairing, or discarding.
- Mends, binds, repairs, covers, processes, and otherwise processes books and materials for circulation.
- Catalogs new library materials.

INSTRUCTIONAL PARTNER

- Collaborates with teachers and librarian to facilitate engaging learning experiences in all subject areas.
- Uses direct, formal instruction and indirect, informal instruction to teach specific skills needed for use of the library and technology with students and staff.
- Assists CEB staff and parents with basic technology use as needed.
- Monitors student behavioral norms and redirects/ reinforces when necessary.



PROFESSIONALISM AND COMPETENCIES

- Promotes a culture of high performance and continuous improvement that values learning and a commitment to quality.
- Reflects critically upon his/her individual performance; identify areas for further professional development.
- Access meaningful learning experiences; listen thoughtfully to other's viewpoints and respond constructively to suggestions and feedback.
- Performs other duties related to this position that may be assigned.

MINIMUM QUALIFICATIONS

EXPERIENCE, KNOWLEDGE & SKILLS:

- Minimum Associate's degree required.
- Education background and/or instructional experience preferred.
- Accurate typing/data entry (60 words per minute), proficient in Microsoft Word and Excel.

Physical Demands

- Must be able to stand for more than 4 hours in a row, kneel, crouch and lift over 30 pounds.
- 30 hour work week Monday-Friday.
- Must be able to pass a State and Federal background check.

HUMAN RESOURCE INFORMATION

EMPLOYMENT AND BENEFITS: Per company policy as specified in the individual employment contract

CLASSIFICATION: Part-time, 30 hours per week

HOW TO APPLY

A cover letter is required. Please submit your letter and resume to Mae-Lynn Smith: Email: msmith@cebde.org; Fax: 302-468-4587; Mail: 1200 N. French Street, Wilmington DE 19801, Re: School Library Assistant