Library Assistant

Rev Aug 2026

Reports to: Principal

Dept./Campus: Assigned Campus

Status: Non-Exempt

Paygrade: 303

Term: 185 Days

PRIMARY PURPOSE:

The Library Assistant supports the day-to-day operation of the campus library and promotes student access to reading, learning, and library resources. The position provides operational and student support under the direction of the campus principal and district Library Services personnel in accordance with district library procedures.

MAJOR RESPONSIBILITIES AND DUTIES

- **Library Operations**
  - Maintain an organized, welcoming, and accessible library environment
  - Oversee routine circulation activities, including checking materials in and out and maintaining accurate circulation records.
  - Assist students and staff in locating books, digital resources, and other approved materials.
  - Shelve, organize, and maintain library materials according to district procedures.
  - Assist with the inventory and identify damaged, missing, or misplaced materials.
  - Support basic operations of library technology and the district's library system.
  - Communicate operational needs and concerns to the campus principal.
- **Student and Instructional Support**
  - Assist students in locating appropriate reading and research resources based on established district procedures.
  - Encourage student reading and appropriate use of library resources.
  - Provide basic support with approved digital resources and research tools.
  - Oversee students in the library and reinforce library expectations for safe and responsible behavior.
  - Assist teachers with locating and preparing library resources to support classroom instruction.
  - Support campus literacy activities, book displays, and other approved reading initiatives.
- **Compliance and District Procedures**
  - Follow all district policies and procedures governing library operations and student access to materials.
  - Follow established procedures related to library catalogs, parental access, student records, material challenges, and reconsideration requests.
  - Refer questions or concerns regarding library materials, collection development, policy interpretation, or legal requirements to the campus principal and/or designation district Library Services personnel.
  - Maintain confidentiality of student information and library records.

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- **Role Boundaries**
  - **The Library Assistant is a campus support position and is not a substitute for a certified school librarian.**
  - **The Library Assistant <u>does not</u> independently:**
    - Develop or approve the campus library collection.
    - Make final decisions regarding acquisition, removal, restrictions, or disposal of library materials.
    - Establish or interpret library policy.
    - Make final determinations regarding challenges or reconsideration requests.
    - Assume responsibilities that require a certified school librarian or other designated district professional.
    - Make independence decisions regarding student access to library materials when district policy or parental access procedures apply.
- **Other**
  - Work collaboratively and professionally with the campus principal, teachers, campus staff, students, families, and district Library Services personnel.
  - Participate in required campus and district learning opportunities to improve job related skills.
  - Seek guidance from campus principal when a situation falls outside the scope of position responsibilities and campus/district procedures.
  - Maintain professional and positive relationships with students, staff, and families.
  - Follow district safety protocols and emergency procedures.
  - Complete other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- None.

QUALIFICATION GUIDELINES

Education/Certification/Experience:

High School diploma or (GED) certificate. Experience working in a library, classroom, or educational setting preferred. Experience supporting literacy or student reading preferred. Experience with library management systems or educational technology preferred. Texas educational Aide certification (obtainable after hire through GISD). College coursework or degree preferred.

Knowledge/Skills/Abilities:

- Basic technology skills and ability to learn district library systems
- Ability to work effectively with children and adolescents
- Ability to provide responsive and respectful support to student and staff
- Ability to communicate effectively with children, adolescents, and adults
- Ability to accurately oversee and maintain routine library operations and records following district and campus procedures
- Ability to support student literacy and access to appropriate library resources

The above statements are not an exhaustive list of responsibilities, duties, and skills that may be required.
All GISD employees are expected to maintain an extreme degree of confidentiality by following the
Family Educational Rights and Privacy Act (FERPA) for student information
and the *Health Insurance Portability and Accountability Act of 1996 (HIPAA)* for employee and student information.

- Ability to work independently while seeking guidance when appropriate
- Ability to maintain an organized, welcoming, and functional library environment
- Ability to communicate effectively with campus principal and district Library Service personnel
- Ability to demonstrate professionalism, reliability, flexibility, and sound judgement
- Ability to maintain confidentiality and follow establish guideline and procedures
- Strong professional, organizational, communication, and interpersonal skills

Mental/Physical/Environmental Demands:

- Tools/Equipment: Standard office equipment including computer and peripherals; standard instructional equipment
- Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching
- Moderate standing; occasional kneeling, squatting, bending, and stooping
- Moderate walking
- Regular light lifting and carrying (less than 15 pounds)
- Work inside; regular exposure to noise
- Work with frequent interruptions; maintain emotional control under stress