



MS/HS LIBRARY ASSISTANT, COMMUNITY EDUCATION DIRECTOR, ASSISTANT BOOKKEEPER JOB DESCRIPTION

JOB INFORMATION

Job Title:	MS/HS Library Assistant, Community Education Director, Assistant Bookkeeper
Job Type:	Regular
Classification:	Hourly
Location:	Library/Media Center
Reports To:	District Administrator, MS/HS Principal
Supervises:	Community Education Instructors
Salary:	On Schedule
Length of Contract:	School Year - 37.5 hours/week based on the support staff calendar Summer - 15 hours/week *May require evenings and/or weekends
FLSA Status:	Non-Exempt

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

JOB SUMMARY

MS/HS Library Assistant (55%)

The Library Assistant is responsible for the day to day operations of the building library which include managing the circulation of materials, assisting with student chromebook needs, and supervision of students. The Library Assistant is responsible for following and enforcing library policy.

Community Education Director (32%)

The Community Education Director is responsible for the overall development, organization, operation and coordination of the broadly defined Community Education Program. The functions of this program assume responsibility for recruiting, selection, training, supervisory and evaluation of all paid and non-paid staff members working with Community Education.

Assistant Bookkeeper (13%)

The Assistant Bookkeeper is responsible for the data entry of all district invoices and receipts, processing of accounts payable checks, reconciliation of food service online payments, and other miscellaneous filing and data entry tasks.

ESSENTIAL JOB FUNCTIONS

MS/HS Library Assistant

- Prepare and arrange library resources, working with the circulation of materials.
- Provide guidance and assistance to students in the selections of material and using library resources.
- Manage library material inventory.
- Generate reports including statistics reports and patron data.
- Assist students with Chromebook issues.
- Assist with the selection and ordering of library materials.
- Supervise students as assigned.
- Help to maintain an orderly and functional room environment conducive to learning.
- May assist in coordinating events
- Intervene with students in crisis/emergency situations.
- Maintain student/program confidentiality communicating with staff and parents as directed.
- Demonstrate a professional attitude toward work.
- Perform other tasks as assigned.

Community Education Director

- *Program Development*
 - Develop/facilitate programs, classes, or activities that meet cultural, social, recreational, educational, and health needs of all residents of the school district
 - Implement a Needs Assessment on a regularly scheduled basis
 - Form partnerships with or assist in the development of partnerships that allow new initiatives and expansion of community education - COMMUNITY OUTREACH!
- *Budgeting and Financial Planning*
 - Submit an annual budget to the District Office
 - Maintain accurate financial records of all programs and activities
- *School and Community Relations*
 - Coordinate the development of community education website, Facebook, etc., that inform the community of community education activities and issues
 - Coordinate facility use requests for the district and schedule on the district calendar - includes all youth sporting schedules
 - Act as a liaison for community organizations and the school district
- *Staff Development*
 - Provide opportunities for training to community education instructors
- *Supervision*
 - Supervise community education staff
 - Hire and terminate community education staff
 - Evaluate community education staff
- *Community Education Advisory Council*

- Facilitate activities of the council which reflects a cross-section of the district residents, community organizations, and age groups
- Establish regularly scheduled meetings of the council (4 meetings per year)

Assistant Bookkeeper

- Data entry for A/P invoices for all payments
- Process A/P checks (verify amounts, print checks, staple/stuff checks, file paperwork)
- Record/crosscheck monthly receipts
- Reconcile online food service payments for monthly bank reconciliation
- Other duties as assigned

REQUIRED QUALIFICATIONS

- College degree preferred but other training and experience which qualify an applicant for this position will be considered
- Experience in related fields such as recreation, youth and adult education, marketing, economics, and public relations

KNOWLEDGE, SKILLS, AND ABILITIES

May be representative, but not all-inclusive, of those commonly associated with this position.

- Ability to communicate effectively with staff, students, community members, and agency representatives
- Organization skills and abilities
- Computer and technology skills

WORK ENVIRONMENT

- Office, classroom, and outdoor settings
- May occasionally be exposed to potential hazardous bodily fluids
- Moderate noise level

PHYSICAL REQUIREMENTS

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- May be required to grasp, push, reach, or stoop/kneel/crouch.
- May occasionally be required to lift up to 15 pounds.

The Boyceville Community School District is an Equal Opportunity Employer

Reviewed by (enter name and date below):

DRAFT