

Sparta Area School District

Article 214 - Specifications for LMC Secretaries

QUALIFICATIONS:

1. High School Diploma.
2. Post high school course work in childcare, child development course work; and or significant instruction/experience with like aged children.
3. Knowledge and ability to assist in instructing, reading, writing and mathematics.
4. Knowledge of and experience with word processing software and equipment copiers and other office equipment.
5. CPR/First Aid certified (preferred)

SUPERVISION/EVALUATION:

The primary supervisor is the Building Administrator. Performance of this job will be evaluated in accordance with provisions of Sparta Administrative Rule.

JOB GOALS:

1. To assist in the orderly and efficient operation of the Library Media Centers.
2. Create and maintain a positive learning environment by relating and working effectively with children.
3. Creates and maintains a positive, professional relationship with educators, administration, parents and community members.

PERFORMANCE RESPONSIBILITIES:

This is a specific set of tasks that are representative of most frequently anticipated responsibilities. These should not be interpreted as the only responsibilities performed. Workloads may necessitate temporarily performing responsibilities typically assigned to others in the same department.

LMC secretaries shall have the following clerical and technical performance responsibilities:

1. Assume general secretarial responsibilities. (types, files, duplicates materials)
2. Assist with keeping of records and files
3. Operate computers, including card catalog program.
4. Record circulation and other service information.
5. Assist in annual report.
6. Assist with the scheduling of class usage in the LMC.
7. Assist with the ordering and processing of print and non-print materials.
8. Follow processing procedures established by the Library Media Director.
9. Assist with the circulation process of all print and non-print materials and equipment.

10. Shelf materials.
11. Assist with interlibrary loan process.
12. Compile overdue records.
13. Communicate appropriately and effectively with all students and adults.
14. Clip articles from the newspaper and magazines for vertical file.
15. Assist students and staff with location and use of materials and equipment.
16. Assist in card catalog and on-line research.
17. Demonstrate proper use of audio-visual equipment and software.
18. Maintain library media catalogs (add entries, and withdraw entries).
19. Prepare displays.
20. Assist with the preparation of bibliographies.
21. Maintain audiovisual materials. Perform preventive maintenance and minor repairs on equipment.
22. Ability to read shelves and files to maintain organization of the library.
23. Mend and repair items.
24. Assist with inventory in LMC
25. Supervise students in the LMC as needed.
26. Comply with federal, state and local laws, regulations and policies and contractual agreements.
27. Will be required to complete DPI approved training in the administration of prescription and non-prescription medication. May be required to administer prescription and non-prescription medication to students in accordance with approved district procedures.
28. Perform other duties, as assigned by the Library Media Director and Building Administrator.

Each employee is responsible for knowledge of policies, rules and regulations that affect their employment with the Sparta School District.

SELECTION PROCESS:

SCREENING OF APPLICATIONS:

The Building Administrator and Library Media Director will review applications and chose qualified applicants for interviews.

SELECTION:

1. Building Administrator will chose an interview committee.
2. Interviews will include a set of printed questions, identical to be asked of each candidate.

3. Each interview committee member will rate the answer to each question 1-5 so a numbered score for each question, and total for each candidate can be used to rank candidates.
4. The Sparta School District LMC Secretary technical skills assessment will be given to each candidate. The assessment may include: word processing, data search for a specific topic using the Internet.
5. Reference checks will be conducted on the most viable candidate.

Legal Reference:

Cross Reference:

Approved: April 19, 2005

Revised June 22, 2010