

# LIBRARY ASSISTANT (INTERMEDIATE SCHOOL)

## JOB DESCRIPTION

- POSITION:** Library Assistant
- RELEVANT AWARD:** Support Staff in Schools CEC  
Associate Pay Scale Grade C Step 3  
Remuneration: -as per relevant step in award  
Salary Anniversary Date: 1st February annually
- RESPONSIBLE TO:** Principal  
Teacher with Library Responsibilities
- HOURS OF WORK:** 25 hours weekly
- RESPONSIBLE FOR:** **Library**
- Day to day management.
  - Cataloguing and Classification / Processing new books
  - Issuing, shelving and maintenance of books in stock.
  - Accession register- Catalogue listing on computer.
  - Update overdues and post our class lists
  - Training student librarians
  - Setting up library displays and maintaining the library environment
  - Assisting staff and students in the library
  - Provide support in the integration of information skills and technologies in the library.
  - Promote the school library, its resources, services and upcoming events.
  - Contribute to the management of school library budget.
  - Liaise with external resource agencies involved with library development and promotion.
  - Other tasks relating to library as required by Principal and /or Teacher with Library Responsibilities.

**Internet/ Library Computers:**

- Supervision
- General oversight of Library Computers including internet.

**General:**

- Increased Professional Responsibilities.
- Available for group supervision / accompanying class trips etc. Miscellaneous tasks as required by Principal

Signed: ..... Date: 6th June 2003

Signed: ..... Review: Feb. 2004

Executive Officer.