



## STOCKTON UNIFIED SCHOOL DISTRICT

**CLASS TITLE: TEXTBOOK ASSISTANT**

**BASIC FUNCTION:**

Receives general supervision from site administrator; to perform a wide variety of responsible clerical library tasks of a generalized nature related to the cataloging, and/or circulation of library materials, instructional materials and/or audio-visual equipment; assist teachers and/or students in the location and selection of library materials including instructional materials and audio-visual equipment; and perform related duties as assigned. May exercise direct supervision over student aides.

**REPRESENTATIVE DUTIES:**

ESSENTIAL DUTIES:

Maintain catalog files, shelf lists, series files, and pamphlet files.

Prepare and maintain a variety of files and records.

Assist patrons in making effective use of library facilities by answering questions and helping them use card catalogs.

Perform a wide variety of library clerical tasks.

Oversee student service involved in charging, receiving, and shelving books and other library materials as assigned.

Provide information to students and teachers concerning library policies and procedures.

Answer routine reference questions and research requests by author, title, and subject to determine if the material requested is in the library collection.

Process materials to be placed into circulation and maintain a variety of circulation and patronage records.

Receive and account for fees and fines paid.

Receive and process reserve requests.

Orient students and teachers to library media center and instructs them in the use of card catalog, bibliographic material, pamphlet file, newspaper collection and audio-visual equipment, including cassette player-recorder, reel-to-reel tape recorder, film loop projector, video-tape recorder and slide projector.

## **Textbook Assistant - Continued**

Train and direct student assistants in book circulation; library card filing, receiving, maintaining and routing of periodicals; book wrapping; shelving of books; preparation of overdue notices and maintenance of overdue records.

Help maintain order in library; processes, issues and inventories audio-visual equipment.

Charge books in and out of the circulation desk and maintains records of daily circulation.

Prepare magazine orders and maintain a card file of periodicals; type correspondence, new book lists, magazine orders, book and library supply orders.

May mend worn books or determine need to send books to binder.

May assist in the training of student service.

May operate computer terminal or microcomputer.

Maintain regular and prompt attendance in the workplace.

### OTHER DUTIES:

Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### KNOWLEDGE OF:

- Library terminology and standard library practices, techniques, and record keeping methods;
- Types and uses of books in the collection, including basic reference sources and materials;
- Media terminology and equipment;
- Office methods, practices and procedures.

#### ABILITY TO:

- Assist patrons in the locations and use of library resources;
- Learn and use the Dewey Decimal Classification System;
- Establish and maintain effective working relationships with those contacted in the course of work;
- Understand and carry out oral and written directions;
- Communicate effectively, both orally and in writing;
- Operate and perform minor maintenance to audio-visual equipment;
- Physical capability sufficient to perform job tasks.
- Develop and maintain cooperative working relationships with those contacted in the course of work.
- Carry out oral and written directions; write and speak at a level sufficient to fulfill the duties to be performed for the position described.

## **Textbook Assistant - Continued**

### **EDUCATION AND EXPERIENCE:**

Any combination of education, training and/or experience equivalent to completion of the twelfth grade and one year of experience performing duties in a library

### **WORKING CONDITIONS:**

#### ENVIRONMENT:

#### PHYSICAL REQUIREMENTS:

Employees in this position must have/be able to:

See, hear and speak with/without assistive devices sufficient to communicate effectively with others.  
Dexterity of hands and fingers.

#### HAZARDS:

Board Adopted: 1/11/05  
CSEA Chapter 821  
Salary Range: 31