

4. Far vision of 20 feet or further; near vision of 20 inches or less
5. Handling, processing, picking up and shelving of books and materials
6. Fingering – typing, writing, filing, sorting, shelving and processing
7. Pushing and pulling – objects weighing 60 – 80 pounds on wheels
8. Mobility – deliver chrome books and/or carts to reserved locations

KNOWLEDGE AND ABILITIES

1. Working knowledge of library methods and procedures
2. Ability to operate library machines properly
3. Ability to keyboard and file efficiently
4. Working knowledge of English grammar and spelling
5. Willingness to maintain skills in above mentioned areas through active participation in appropriate library skills learning experiences
6. Willingness to take directions from LMS as well as identified areas of need.

MENTAL REQUIREMENTS

1. Communication skills: effectively communicate ideas and information both in written and oral form.
2. Reading ability: effectively read and understand information contained in memoranda, reports and bulletins, etc.
3. Ability to comprehend and follow instructions: effectively follow instructions from supervisor, verbally and in written form.
4. Mathematical ability: calculate basic arithmetic problems (addition, subtraction, multiplication, and division)
5. Time management: ability to set priorities in order to meet assignment deadlines and complete work in a timely manner.

VOCATIONAL PREPARATION

The required vocational preparation may come from any of the following:

1. Vocational education
2. Apprentice training
3. On-the-job training
4. Essential experience

TEMPERAMENT (Personal Traits)

1. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
2. Adaptability to accepting responsibility for the direction, control, or planning of an activity.
3. Adaptability to dealing with students.
4. Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.

CAPACITY AND ABILITY REQUIREMENTS

Specific capacities and abilities may be required of an individual in order to adequately learn or perform a task or job duty.

1. *Intelligence*: The ability to understand instructions and underlying principles. Ability to reason and make judgments.
2. *Verbal*: Ability to understand meanings of words and the ideas associated with them.
3. *Form Perception*: To make visual comparisons and discrimination and see slight differences in shapes and shadings of figures and widths and lengths of lines.
4. *Manual Dexterity*: Ability to move hands easily and manipulate small objects with the fingers.
5. *Color Discrimination*: The ability to perceive or recognize similarities or differences in colors or shades or other values of the same color.

WORK CONDITIONS

Normal library environment – usually seven (7) hour days on the 180 school days. The specific hours are to be agreed upon by the LMS and the school principal. Works under the direct supervision of the Library Media Specialist and the school principal.

NON-EXEMPT from the requirements of the *Fair Labor Standards Act* in regard to earning (and being appropriately paid) time and a half for all work over forty hours in the defined work week (defined as Sunday 12:00 a.m. to the following Saturday at 11:59 p.m.).

GENERAL REQUIREMENTS

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.