

Library Clerk

At Twin Peaks, all employees and volunteers work together to fulfill the Twin Peaks Mission Statement. This job description provides structure to the responsibilities and accountabilities for this position; however, Twin Peaks expects to employ professionals who are willing to work beyond job descriptions to create a fulfilling career environment and successful outcomes for our students. Values we hold high include: trustworthiness, honesty, diligence, open communication, fairness, and politeness, and we expect to see these values evidenced in our staff, parents and students.

Role Definition:

The Library Clerk maintains the library and its contents, helping students select appropriate books. The Library Clerk also instructs students and teachers on the proper use of library resources.

Responsibilities:

- Assists elementary students with choosing age appropriate books
- Creates a schedule enabling every elementary class time in the library
- Checks books in/out
- Re-shelves books daily for the purpose of ensuring library materials are available to as many students as possible
- Takes inventory at the end of every school year ensuring all materials are accounted for
- Reorders/orders books and supplies as appropriate
- Makes a record of books that are lost and/or damaged and assigns appropriate fees in Infinite Campus
- Sends home overdue notices
- Creates unique, creative and exciting bulletin boards to generate ongoing interest
- Helps organize the book fair twice a year
- Maintains the Elementary Science Room, Teacher Resource Room and Teacher Curriculum Room
- Performs additional duties as required

Education and Experience:

- High School Diploma, completion of GED or equivalent