

# JOB DESCRIPTION

**Job Title** Library Monitor  
**Reports to** Principal  
**Dept/School** Assigned Campus

**Job Title Code** 341160  
**Wage/Hour Status** Non-Exempt  
**Pay Grade** 902  
**Date Revised** February 01, 2023

## Primary Purpose

Assist the librarian in the administration of the campus library. Performs routine clerical duties under direct supervision.

## Education/Certification

- High School Diploma/GED or Higher Education from an accredited institution of higher education

## Special Knowledge/Skills

- Ability to follow verbal and written instructions
- Strong organization, communication and interpersonal skills
- Ability to file books following District cataloging system
- Ability to work well with students

## Experience

- No prior experience required

## Major Responsibilities and Duties

1. Monitor students and library.
2. Maintain student information.
3. Collect and maintain records of student fines and prepare parent notification as needed.
4. Check books in and out.
5. Shelve incoming books, material and equipment.
6. Maintain the library in an orderly manner.
7. Prepare seasonal bulletins and displays.
8. Run copies and prepare materials for library lessons.
9. Tend to the needs of students during lunch periods and in the absence of the librarian.
10. Provide students guidance with research and online catalog searches and assist with locating desired items.
11. Model appropriate book care and reinforce care from all students.
12. Clean and repair books.
13. Process books and materials.
14. Organize requested books for classrooms and library use.
15. Provide patrons with technical assistance with computer use.
16. Process periodicals.
17. Work with annual inventory of library materials.
18. Attend District, campus in-service, workshops and training as specified by staff development or campus administrator.
19. Perform other duties as assigned by supervisor.

## Supervisory Responsibilities

None

## Equipment Used

Instructional aids, audio-visual equipment, copier, computer, library scanners, and fax machine.

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## Physical and Mental Job Requirements

### Mental Demands/Physical Demands/Environmental Factors

- Maintain emotional control under stress, works with frequent interruptions. Frequent standing, stooping, bending, and kneeling. May require occasional lifting of 20 pounds or more.

## Terms of Employment

184 days; hourly rate to be established by the Board of Trustees

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Date: \_\_\_\_\_

Approved: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Date: \_\_\_\_\_

My supervisor has reviewed this job description with me and has provided me with a copy.

Employee: \_\_\_\_\_  
Date: \_\_\_\_\_

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.