



Job Profile

Job Title:	Library Associate
Department:	Library
Reports to:	Assistant Principal
Date:	10/2/2025

General Summary

What is the primary purpose of this position?

The Library Associate at St. Francis Catholic High School supports the school library program by supervising students, circulating library material, and making recommendations for acquiring, cataloging, and processing new collection materials. This position is a full-time, 10-month, hourly position.

Essential Responsibilities

List all major job functions performed on a regular basis.

All areas of responsibility must be operated consistent with the Catholic mission of the school.

Supervision and Assistance

- Trains and supervises student interns.
- Assists students, staff, and faculty to use print and electronic materials and library catalog.
- Recommends new materials to students, faculty, and departments.
- Supervises students and maintains appropriate library atmosphere and behavior.
- Monitors and tracks students utilizing the library as a dedicated workspace.

Instructional

- Successfully fosters and supports an inclusive educational environment;
- Assists students in research.
- Assists teachers in orientation classes and class visits.
- Initiates and submits all proposals for improvement of library/media services.
- Communicates on a regular basis with students and staff regarding ongoing library activities, collection additions, plans, etc.
- Proctors make-up testing in the library including maintaining accurate records of all testing activities and secure handling of test materials.

Circulation/Collection

- Oversees circulation desk, checks materials in and out.
- Maintains complete and accurate records of all library media center holdings.
- Manages overdue books and student follow-up.
- Fulfills holds list.
- Maintains and updates student and staff account information.
- Reviews, recommends, and orders new materials.



Job Profile

- Continually evaluates the collections and programs in terms of the needs of the students and staff and accepted standards of quality, both local and national.
- Continually manages inventory and deaccession.
- Invites suggestions and recommendations from teaching staff and students about the materials and services the program provides.

Cataloging and Processing

- Imports MARC records, annotates to support the curriculum.
- Enters copy information.
- Checks in new material, including providing IDs, covers, and bar-codes.
- Reinforces and repairs stock as needed.
- Maintains and orders library supplies.

Records and Other Projects

- Prepares monthly circulation report.
- Performs general record keeping and other reports as needed.
- Assists preparation of the library budget.
- Promotes reading and literature appreciation through library displays.
- Prepares library for special events such as Open House, student and parent shadow days, and new student orientation.
- Establishes and maintains a textbook loaner program.

Other

- Attends and fully engages in all professional development, staff meetings, liturgies, masses, prayer services, assemblies, supervision duties, and school events such as but not limited to Adult Faith Formation and Open House.

Job Specifications/Requirements

List skills/experience required for adequate performance in this position. List preferred experience and skills, if any.

Education:

Bachelor's Degree required. Library Media Technician Certificate or equivalent preferred.

Job experience:

Three to five years of experience directly related to the duties and responsibilities specified.

Technical/Functional skills:

- Understanding of the basic functions, operations and maintenance of a school library.
- Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of high school students;
- Strong oral and written communication skills.
- Exceptional interpersonal skills; ability to use tact, patience and courtesy.



Job Profile

- Ability to operate standard office equipment including a computer and assigned software.
- Strong organization skills and attention to detail.
- Ability to work independently.
- Ability to establish and maintain cooperative and effective working relationships with others.
- Ability to maintain consistent, punctual and regular attendance.

Other Requirements:

- Other duties as assigned.

Employee Signature:

Date:

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Supervisor Signature:

Date:

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HR Signature:

Date:

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