

## BILINGUAL LIBRARY ASSISTANT

DEFINITION

Under the supervision of a credentialed staff member (i.e. teacher, librarian or principal) to perform routine library work; to encourage visitors in the use of a library; to encourage the preservation and collection of cultural and native language materials, and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a unique position, with duties similar to those of a specific language teacher aide, but with specialization in library functions. Incumbents are expected to solve routine and repetitive problems without assistance; modify and follow procedures; and become familiar with the contents of the library. Unusual problems are referred to a supervisor.

ESSENTIAL FUNCTIONS

Charges and discharges books, audio-visual materials, articles and artifacts.

Assists limited English speaking parents and students in becoming familiar with the contents and the procedures of the library.

Maintains a file of articles; reprints and distributes them upon request.

Prepares simple invoices for printing charges.

Prepares routine correspondence.

Maintains a list of library users.

Does minor repair and labeling of library materials.

Arranges displays of artifacts and materials; encourages the display of community members' artifacts.

May operate office equipment, including a computer.

Performs related duties as required.

QUALIFICATIONSKnowledge of:

Library terminology and standard library practices and techniques including library filing systems; general knowledge of the Southeast Asian peoples and languages, including local community leaders or individuals with cultural knowledge and skills in the various groups.

Ability to:

Work harmoniously to assist students, volunteers, parents, teachers, community members in becoming familiar with the arrangement, location and materials in the library; understand and carry out verbal and/or written instructions; perform basic library cataloguing and file maintenance; speak and understand one or more languages indigent to Southeast Asia/Indochina; use the English language well enough to perform the library duties and communicate with other staff members; relate effectively with peoples from many backgrounds and cultures; operate basic word processing functions on a computer. Ability to use of a foreign language word processor and/or fonts is desirable.

BILINGUAL LIBRARY ASSISTANT Con'tQUALIFICATIONS Con'tExperience:

Library, clerical, teaching, computer and community relations experience is desirable.

Education:

Equivalent to completion of the twelfth grade.