Library Manager

(adapted from “Meaningful Jobs” – Scott May, Principal, Apollo Elementary, Goddard, Kansas)

The Kansas vision for education includes postsecondary and career preparation, social engagement, and communication as the foundational structures of education in our schools and classrooms. From simple jobs in the earliest grades through high school internships, meaningful work supports the academic and social competencies that lead to post-school success.

“Meaningful jobs allow students the opportunity to contribute in a way that both the students and the adults see value. Everyone likes to contribute to their family or workplace in meaningful ways.  These responsibilities give students with disabilities or behavior concerns the opportunities to have repeated positive interactions with others and learn from those experiences."  - Scott May

The ideas and supports included in these resources are ready to be edited to support growth and independence for individual students.

# Job Description

The Library Manager is responsible for making sure the library is clean and the room is ready for upcoming classes.



**Job Duties**

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|  | Report to the librarian |
|  | Wipe tables |
|  | Straighten chairs |
|  | Sort and shelve books (as needed) |
|  | Put magazines in order (as needed) |
|  | Cut stickers for Accelerated Reading (as needed) |
|  | Dust shelves (once a week) |
|  | Wipe off iPads (once a week) |

**Sample visual support**

Below is a checklist that might be used to support the student in preparation for this important school job. Some students will benefit from having a checklist with visual pictures or photos to complete the steps of the job. As you can see, these steps can easily be modified to fit the needs of the student and to align with the requirements of the job in your school.

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| **Library Manager Checklist** | | |
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| Report to Mrs. Becker |  |  |
| Wipe tables |  |  |
| Straighten and push in chairs |  |  |
| Wipe iPads |  |  |
| Put returned books on shelves |  |  |
| Put magazines in display bin |  |  |
| Return to class |  |  |



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