

## **Library Aide/Technology Assistant Job Description**

### **SUMMARY**

Responsible for performing duties that help staff, teachers and students to provide an educational-focused working environment. Duties include library-related skills, computer technology skills and helping out throughout the building/district as needed. This position is full-time for 12 months a year.

**Reports to:** Superintendent and Library Media Specialist

#### **Qualifications:**

1. Must have obtained an Associate's Degree or certification in an appropriate field (information technology, computer science, systems management, or related discipline)
2. Ability to read basic operating instructions and write reports.
3. Possesses a pleasant disposition and works as an integral member of the team.
4. Demonstrates an aptitude for successful completion of tasks.
5. Maintains confidentiality.
6. Possess or ability to obtain a substitute teacher certification.

#### **Required Knowledge, Skills, and Abilities:**

1. Strong organizational skills.
2. Ability to maintain good interpersonal relationships with co-workers and staff.
3. Ability to lift, bend, stoop, walk, carry, and reach over head.
4. Ability to follow written or oral instructions.
5. Ability to get along with students, staff, and public.
6. Ability to use computers with knowledge of Microsoft, Google, Chrome, Windows Operating System.

#### **PRIMARY RESPONSIBILITIES**

- Perform duties related to paraprofessional library and clerical duties.
- Perform duties related to IT support including troubleshooting and repairing computers.
- Perform duties related to assisting in the lunchroom and/or kitchen.
- Perform duties related to custodial services.

#### **TYPICAL DUTIES:**

- Assists students and teachers in the use of library facilities and services.
- Performs circulation duties including checking books in and out, sorting and shelving books, and keeping circulation records.
- Processes new books and materials, keeps track of where books are located and maintains a computer database.
- Mends books and does minor repair on equipment.
- Assist with organizing the book fairs.
- Reads to elementary students during their scheduled library time.
- Other duties as assigned.

*Only minimum duties are listed. Other functions may be required as given or assigned.*