

Library Aide Job Description

Purpose: The Library Aide assists the Librarian in helping students and teachers make full use of the books, materials, and services of the school library program. To accomplish these tasks, the Library Aide works closely with the staff and administration of the district.

Responsible to: Principal

Payment rate: According to Classified Salary Schedule

Qualifications:

1. High school diploma or equivalent.
2. Health and Inoculation Certificate on file in the central office (after employment offer is made).
3. Ability to use keyboarding skills.
4. Desire to continue career improvement by enhancing skills and job performance.

Physical Requirements/Environmental Conditions:

1. Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials; should be able to lift 40 pounds.
2. Requires stooping, bending, kneeling, reaching, and turning.
3. Must occasionally work in noisy and crowded environments with numerous interruptions.

All Employees are expected to:

1. Support and work to implement the vision and mission of the district.
2. Observe and follow school district policies and ensure their activities conform to district guidelines.
3. Communicate and work effectively and cooperatively with members of the school district and community.

4. React to change and frequent interruptions in a productive and positive manner.

Responsibilities:

1. Ability to assist in helping students and teachers make full use of the books, materials, and services of the school library program.
2. Assist in the supervision of students in the library.
3. Assist in preparing and presenting library skills lessons.
4. Assist in ordering books, non-book materials, equipment, and supplies for library.
5. Assist with computerized and physical inventory processing.
6. Supervise student checkout of books and materials.
7. Supervise teacher check-out of equipment, art supplies, and materials.
8. Monitor overdue books, and contact parents concerning return or payments.
9. Supervise hallway traffic in the library area.
10. Keep current on new information, innovative ideas and techniques.
11. Assist students and staff in using the library computers for word processing and Internet research.
12. Respond to information requests in a cooperative, courteous, and timely manner.
13. Keep student information and records confidential.
14. Implement and observe all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
15. Perform such other duties as assigned from time to time.

Terms of Employment: At will.

Evaluation: Performance effectiveness will be evaluated in accordance with provisions of Board of Education Policy.

Approved: _____ **Date:** _____
Board President

Reviewed and agreed to by: _____ **Date:** _____
Employee