

Casey-Westfield School District C-4 Job Description

JOB TITLE:	Elementary Title I Library Aide
DEPARTMENT:	Education
LOCATION:	School Building
REPORTS TO:	Building Principal
EVALUATION:	Evaluation will be conducted by the Elementary Reading Specialist and Building Principal
EMPLOYMENT:	One hundred seventy-three (173) pupil attendance days, Opening institute day, plus eleven (11) holidays for a total of one hundred eighty-five (185) days. Hours determined by specific assignment.
VACATION:	None
APPROVED:	September 22, 2003

SUMMARY: Assists the teacher in general daily library activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES . *Other duties may be assigned.*

- Assists the teacher in the supervision and instruction of students in the halls and library, maintaining a harmonious atmosphere by encouraging peaceful resolution of conflicts.
- Assists in assembling/hanging materials on bulletin boards and keeping displays current.
- May escort students to and from various rooms.
- Assists with set up of library and story room and prepares materials for specialized instructional units.
- Assists teachers in maintaining discipline and other functions.
- Operates standard school equipment such as copier, laminator, die-cut machine, book binder, poster machine, etc.
- Operates the scanner and computer in the library to process books, late slips, and various reports.
- Shelves books according to the shelving system established by the teacher.
- Repairs books as needed.
- Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

Supervises students.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Two years of post-secondary study, Associates Degree, or pass Paraprofessional Test as defined by No Child Left Behind federal legislation.

LANGUAGE SKILLS:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER SKILLS and ABILITIES:

Previous work in child care. Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds. The employee must be able to push items of 50 lbs such as pushing children on a bike or moving/rearranging furniture. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually loud at a standard acceptable level for this environment. The employee is continuously responsible for the safety, well-being and work output of students.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.