LAGUNITAS SCHOOL DISTRICT

Classified Employee Job Description

*(To replace all previous Job Descriptions. Effective 6/30/2017)*

**Job Title**: LIBRARY AIDE

**Summary of Essential Functions**

The Library Aide assists in all functions of the district’s libraries. He or she supports whole classes, individual students and teachers so that they can access information including books, periodicals and electronic content in an efficiently.

**Direct Supervisor:** Principal

Responsibilities and specific duties:

* Open and monitor library during school hours
* Help students and staff find library materials.
* Read to groups of students
* Find information for teachers and students
* Maintain working knowledge of library materials.
* Maintain files and records.
* Order books and other materials.
* Assist in scheduling the library.
* Implement library policies and suggest amendments to policies.
* Suggest books for students to read.

Essential skills and abilities:

* Knowledge of students’ reading interests
* Knowledge of student literature.
* Excellent written and oral communication skills.
* Care for student success in school.
* Ability to use current educational technology.
* Word processing/ typing
* Ability to work collaboratively with other staff.

Physical abilities for this position(ADA Job Analysis):

* Balancing. Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces.
* Stooping. Bending body downward and forward by bending spine at the waist. Kneeling. Bending legs at knee to come to a rest on knee or knees.
* Reaching. Extending hand(s) and arm(s) in any direction.
* Lifting. Raising objects up to 25 lbs. from a lower to a higher position or moving objects horizontally from position-to-position.
* Fingering. Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
* Grasping. Applying pressure to an object with the fingers and palm.
* Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers.
* The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned (i.e., custodial, food services, general laborer, etc.) or to make general observations of facilities or structures