**Library Aide**

**Employee Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reports To:** Principal

**Dept/Campus:** Assigned Campus and Level **Paygrade:** PP-2

**Wage/Hour Status:** Nonexempt **Date Revised**: December 2014

**This job description reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.**

**PRIMARY PURPOSE:**

Assist with the operation of the school library media center. Support services and resources that allow students to develop skills in locating, evaluating, synthesizing, and using information to solve problems.

**QUALIFICATIONS:**

**Education/Certification:**

High school education or GED equivalent

**Special Knowledge/Skills:**

Ability to work with students and adults in a positive fashion

Data entry skills and a basic knowledge of computer applications

Patient and calm demeanor with students and others

**Experience:**

Office experience preferred

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Assist the librarian with the management of library functions.

2. Provide assistance to students and teachers in library services.

3. Maintain a thorough knowledge base of Library Media Center policies and procedures.

4. Assist the librarian in the acquisition, processing, organization, distribution, maintenance and inventory of resources.

5. Enter and maintain accurate records on the computer.

6. Provide computer reports to the librarian and the administration in a timely manner.

7. Process books and other materials for circulation.

8. Inventory and file materials and equipment.

9. Compile, maintain and file reports, records and other documents required.

10. Provide positive learning environment by preparing bulletin boards and other displays.

11. Present for students a positive role model that supports the mission of the district.

12. Maintain a positive and effective relationship with supervisors.

13. Comply with all district and local campus routines and regulations.

14. Effectively communicate with colleagues, students and parents.

15. Assess and respond to needs related to job improvement responsibilities.

16. Interact with students to promote positive attitudes toward school library.

17. Develop professional skills appropriate to job assignment.

**EQUIPMENT USED:**

Computer, printer, scanner, calculator, fax machine, copier, multi-line telephone system, and other modern office equipment.

**WORKING CONDITIONS:**

**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 will be made if necessary:**

**Mental Demands:**

Ability to communicate (verbally and written); maintain control under stress; maintain a clear focus on customer service

**Physical Demands:**

Ascending and descending, removing and replacing shelved items, frequent transporting and repositioning of books, boxes, etc.; ability to reposition and transport up to 50lbs.

The foregoing statements describe the general purpose and responsibilities assigned to this job, and are not an exhaustive list of all responsibilities, duties and skills that may be required.

Employee Date

Supervisor Date