

Library Aide

Purpose Statement

The job of Library Aide is done for the purpose/s of providing support to the instructional program with specific responsibilities for maintaining the library collections at school sites; identifying age appropriate resources for students and teachers utilizing library resources; selecting appropriate items in support of classroom instruction; and performing other functions related to collection, processing, circulation, maintenance, and inventory of library materials and/or textbooks.

This job reports to Building Principal

Essential Functions

- Assists students for the purpose of ensuring they can find the materials they need to complete their projects in a timely and efficient manner.
- Assists teachers, students and administrators (e.g. locating materials, MAP and PAWS testing, laminating, minor aide work, answering phone, etc.) for the purpose of identifying resource materials for use in classroom and/or class assignments.
- Evaluates books and/or periodicals for retention within collection (e.g. repairing damaged books, recommending retirement of books and/or periodicals, etc.) for the purpose of ensuring the availability of books and library materials.
- Maintains materials inventory (e.g. library books, library hardware/software, media equipment and related instructional materials, etc.) for the purpose of providing an up-to-date reference and ensuring the availability of materials when required.
- Monitors student activities for the purpose of maintaining a safe environment conducive to learning.
- Orders books, library materials, etc. for the purpose of ensuring the students have the references available they need and desire.
- Participates in in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform functions.
- Performs circulation activities for the purpose of controlling the use, location and availability of items in the collection.
- Processes new students in system, media and materials for the purpose of providing and/or maintaining access to library resources and securing reimbursement for loses.
- Processes library books, periodicals, software and related media materials (e.g. logging into master file, barcoding, shelving, producing required reports, etc.) for the purpose of providing students and staff with required materials.
- Repairs books and materials for the purpose of ensuring the availability of books and library materials.
- Responds to inquiries of students, staff, parents for the purpose of providing information and/or direction as required.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; research skills; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; Specific knowledge based competencies required to satisfactorily perform the functions of the job include: literary/ library practices; and computer/ internet operations.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing effective working relationships.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; operating within a defined budget. utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to effect the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 30% sitting, 30% walking, and 40% standing. The job is performed under minimal temperature variations and under conditions with exposure to risk of injury and/or illness.

- Experience:** Job related experience is desired.
- Education:** High school diploma or equivalent.
- Equivalency:** targeted job related education that meets organizational prerequisite requirements.

Required Testing

Certificates and Licenses

Continuing Educ. / Training

Clearances

Annual training in Sexual Harassment, Blood borne Pathogens, Bully Prevention and Confidentiality

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Approval Date

Salary Grade

Non Exempt