
LIBRARY AIDE

Job Title: Library Aide

Qualifications: High School Diploma or Equivalent

Reports To: Library Media Specialist/Building Administrator

Performance Responsibilities:

1. To respond to the needs and interests of students under the supervision of the librarian.
2. To process and receive orders.
3. To process materials.
4. To maintain records.
5. To type correspondence, reports, and bibliographies.
6. To locate and retrieve materials for users and assist them in using media center resources.
7. To shelve, file and duplicate materials.
8. To check lists and bibliographies to determine availability of materials.
9. To perform circulation tasks such as charging, discharging, reserving, booking, scheduling, and delivery of materials and equipment.
10. To maintain the library in a neat and organized manner.
11. To participate in staff development activities directed at library services.
12. To assume responsibilities as requested by the Library Media Specialist in regard to duties relevant to the effectiveness of the school library.

Library aides have secretarial and clerical competencies that enable them to perform tasks related to the receipt, maintenance, inventory, production, circulation, and utilization of materials and equipment. They shall be supervised and directed by the Library Media Specialist in collaboration with school administration.

Terms of Employment:

Evaluation: This will occur once at the end of the probationary period, thereafter, annually by the assigned classroom teacher for review by the building principal

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