

## LAKE ZURICH COMMUNITY UNIT SCHOOL DISTRICT 95

### JOB DESCRIPTION

<b><u>Title:</u></b>	Library Aide – Elementary and Middle Schools
<b><u>Reports To:</u></b>	Building Principal
<b><u>Salary Range:</u></b>	3
<b><u>Work Year:</u></b>	10 Month, full-time
<b><u>Requirements:</u></b>	High school diploma or equivalent required Para-Professional certification required Position requires experience in A/V machines and PC technology Must have 1 –3 years experience in a library environment Must have the ability to work effectively with students, staff, and members of the public in a tactful and courteous manner Must have oral and written communication skills and basic computer skills Experience in a clerical/secretarial environment desired Any equivalent combination of education and experience will be considered

#### **Essential Job Functions:**

1. Responsible for assisting in the processing, circulation, and maintenance of materials and equipment to assure smooth operation of the library
2. Assists in instructional programs and computer assisted instruction and maintenance
3. Performs circulation tasks including check-ins and outs, overdue book lists, process library materials received and equipment, process library media center materials, and assist in inventory
4. Responsible for occasional correspondence, typing purchase orders, answer telephones, materials on loan, stocking supplies, and catalogs
5. Assists in organizing office files, shelf reading and duplicating materials
6. Maintains library equipment including computers, copiers, and printers; contact appropriate personnel when repair or maintenance is required
7. Assists in data entry and operation of online circulation and catalog system
8. Assists in the operation of the computer lab and software; assists the teachers and students with computer research
9. When required, directs library media center volunteers
10. Interacts with local libraries when required
11. Responsible for all shelving of materials including all books and periodicals
12. When required, attends teacher training classes; participates in any professional growth activities
13. Assists with the planning and implementation of bulletin boards and displays
14. Assists in maintaining discipline in the library media center as required
15. Assists with the school's book fair and other LMC programs
16. Performs other duties as may be necessary and assigned by Library Media Specialist and/or Building Principal