



## Elgin Independent School District- Job Description

<b><u>Job Title</u></b> Library Aide		<b><u>Dept./School</u></b> Assigned Campus	<b><u>Reports to</u></b> Principal / Librarian
<b><u>Pay Grade:</u></b> Per EISD Salary Scale	<b><u>Days:</u></b> 187 Days	<b><u>FSLA Status</u></b> Non-exempt	<b><u>Date Revised</u></b> February 14th, 2024

### Primary Purpose:

Assist librarian in the administration of the campus library. Perform routine clerical duties under direct supervision.

### Qualifications:

#### Education/Certification:

High school diploma or hold a General Educational Development (GED) certificate  
Have met formal academic assessment, associate's degree, or two years of study at an institution of higher learning\*

#### Special Knowledge/Skills:

Proficient keyboarding and file maintenance skills  
Ability to shelve books following district cataloging system  
Ability to work well with children  
Effective, organizational, communication, and interpersonal skills

#### Experience:

1 year experience working with children  
1 year clerical experience

### Major Responsibilities and Duties:

#### Library Program Support

1. Provide individual instruction and assistance to individual students or small groups in using library media center resources including computers and other equipment.
2. Check books in and out. Collect and record fines.
3. Ready materials for classroom or reserve collection use as requested by teachers.
4. Request and schedule use of materials from outside sources including regional education service center.
5. Prepare bulletin boards and displays and assist the librarian in preparing instructional materials.
6. May read to small groups of students and listen to individual students read aloud.

**Accounting and Inventory**

7. Maintain library catalog.
8. Assist in the annual inventory and weeding of library media center materials.
9. Receive and process new books, materials, and equipment and reconcile with packing slips and invoices. Shelf returned books, materials, and equipment.
10. Perform routine maintenance and repair books, magazines, materials, and equipment. Arrange for repair at outside facilities (e.g., bindery) as directed.

**Clerical Support**

11. Compile, maintain, and file all reports, records, and other documents as required.
12. Prepare bibliographies, forms, purchase orders, requisitions, and routine correspondence according to standard procedures.

**Student Management**

13. Supervise and monitor students as assigned and assist librarian and teachers to maintain appropriate student behavior and an orderly atmosphere.

**Other**

14. Maintain library operation in absence of the librarian.
15. Assist in directing the work of parent volunteers and student aides.
16. Follow district safety protocols and emergency procedures.

**Supervisory Responsibilities:**

None

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including computer and peripherals; standard library equipment including imaging equipment; standard instructional equipment

**Posture:** Regular sitting, standing, kneeling, squatting, bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions; frequent keyboarding and use of mouse; regular overhead reaching; climbing ladders

**Lifting:** Frequent light lifting and carrying (under 15 pounds); occasional moderate lifting and carrying (15–44 pounds)

**Environment:** Work inside; work alone; exposure to biological and chemical hazards such as mold and dust

**Mental Demands:** Work with frequent interruption; maintain emotional control under stress

---

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.