



Middletown City School District  
Job Description

Library Aide (Part-Time)

EMIS Position Code 414

Qualifications

1. Valid driver's license and Social Security Card.
2. Must have a phone.
3. High school graduate or equivalent.
4. Be experienced in working with and around children whose ages are on a par with whom the monitor will be assigned.
5. At least 21 years of age.
6. State and Federal Background Check free of infractions
7. Effective computer skills.
8. Demonstrates a sincere desire to aid all students.
9. Good health, high moral character, and good attendance record.
10. Hold a current and valid Student Monitor Educational Aide Permit from the Ohio Department of Education.
11. In buildings that qualify for Title 1 Funding, candidates must have one of the following:
  - 48 College semester hours
  - 72 College quarter hours
  - Associate Degree
  - Passed the Ohio Paraprofessional test

Reporting

Building Principal and Sr. Director of Curriculum and Instruction

Supervises

Supervises students assigned to library to insure that students are orderly and complying with school regulations.

Job Goals

1. To oversee the effective uses and utilization of the library by staff and students.
2. To effectively run a proper library and to process new materials, checking books in and out, maintaining library records, and assisting students and staff in research, reference, and assignments.
3. To assist in maintaining a safe and orderly environment in the non-classroom areas of the school.
4. To assist in supervision of students in assigned areas.
5. To assist in building relationships with students to create a positive school culture.
6. To escort specific students to needed areas such as office areas, guidance, and to class as needed.
7. To attend in-service and required trainings for the purpose of receiving information on new and/or improved procedures.

1. Assist students, volunteers and staff in the processing, circulation and shelving of audiovisual materials, supplies, books and magazines.
2. Assist library media specialist in reporting student attendance and in maintaining student discipline in library areas.
3. Assist in the maintenance of an on-line computer catalog to facilitate materials circulation.
4. Use word processing and multimedia skills to ensure a smooth and timely flow of library operation.
5. Assist in the maintenance and repair of all computer and audiovisual equipment in the media center, including library servers.
6. Assist students, staff and library media specialist in locating and using print, electronic, and Internet reference materials and other instructional materials and software programs.
7. Assist in annual computerized inventory of library media materials and equipment and compile appropriate statistical reports.
8. Assist in maintaining current inventory of supplies.
9. Assist in general neatness and attractiveness of the library and its displays.
10. Provide assistance to students in accessing research materials to support units of study.
11. Provide guidance and assistance to students in the selection of books and in using other library resources.
12. Add library copies into a database utilizing the District's central computerized library system and generate related reports including statistics reports and patron data.
13. Provide assistance to teachers in the instruction of information retrieval skills using the District's centralized computerized library system.
14. Assist in coordinating events such as book fairs and planning activities that encourage and motivate students to read.
15. Assist in the training and utilization of student and volunteer aides.
16. Uphold district policies and procedures.
17. Demonstrate professionalism, exhibit a professional attitude, and model appropriate behavior.
18. Perform all duties as assigned by the Superintendent or his/her designee.

Other information associated with this position

**Additional working conditions may include:**

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional operation of a vehicle under inclement weather conditions.
3. Occasional interaction with unruly people.
4. Occasionally lift, carry, push, and pull various items up to a maximum of 40 pounds (100 pounds on wheels), e.g., paper boxes, deliveries of supplies and equipment.
5. Frequent requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb, and stoop.
6. Travels to meetings and work assignments.

**Status:** Non-exempt

**Employment Status:** Part-time hourly

*This job description is only to be interpreted as a basic guideline of your job responsibilities. As a district we require employees to perform duties as assigned that may not appear on this job description. District personnel will be required to follow the instructions and perform the duties required by their supervisor, appointing authority, or designee.*

*Revised: 03/08/2014*