

Job Assignment: Aide

Job Title: Library Aide

Wage/Hour Status: Non-Exempt

Reports to: Principal/Library Media Specialist

Pay Grade: IS331/187 days

Dept./School: Assigned Campus

Date Revised: Spring 2024

Primary Purpose:

Assist library media specialist or library coordinator in all areas of library operations to facilitate the highest possible functioning of the library including a vast amount of library technology.

Qualifications:

Minimum Education/Certification:

- Valid Texas Educational Aide certificate
- Minimum 48 hours at institute of higher learning or
- Associate Degree or passed local or state assessment tool

Special Knowledge/Skills/Experience:

- Strong organizational, communication, interpersonal, and basic technology skills
- Prior experience in using computers required.
- Prior experience in a school library setting helpful.
- 2 years' experience working with children.

Major Responsibilities and Duties:

- Maintain circulation of library materials.
- Shelve books and videos.
- Run and distribute reports/overdue reports for students and teachers.
- Record statistics for library usage.
- Assist students/teachers with computer usage, setting up and/or operating equipment, and with their materials search.
- Document periodical information and upkeep of magazines.
- Assist with inventory and inventory records.
- Collect and count fine money.
- Assist with library publicity and special activities.
- Assist librarian in the monitoring of student aides and volunteers.
- Contribute to positive image of library.
- Help maintain professional and cordial atmosphere in the library.
- Can multi-task.
- Can complete work without supervision.

- Operate a variety of computer software programs
- Do typing/word processing of all kinds.
- Repair damaged books and AV.
- Assist with weeding of the collection.
- Take the initiative to develop needed professional skills appropriate to job assignment.
- Willingly accept and perform duties assigned by librarian, principal, and/or supervisors.
- Support and carry out school board policies, administrative regulations, rules, and instructions of administrative supervisors.

Mental Demands/Physical Demands/Environmental Factors:

- Standard office equipment including computer and peripherals; standard library equipment including imaging equipment; standard instructional equipment.
- Regular sitting, standing, kneeling, squatting, bending/stooping, pushing/pulling, and twisting.
- Repetitive hand motions; frequent keyboarding and use of mouse; regular overhead reaching; climbing ladders.
- Frequent light lifting and carrying (under 15 pounds); occasional moderate lifting and carrying (15–44 pounds)
- Work inside; work alone; exposure to biological and chemical hazards such as mold and dust.
- Work with frequent interruption; maintain emotional control under stress.

OTHER: All employees are to follow district safety protocols and emergency procedures.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. This position is an in-person job and is to be performed at the location specified. It does not qualify for remote work or work from home status.

Signature

Date

Print Name