

TEACHER AIDE - LIBRARY

Job Description: Support Staff

Adopted 12.11.80; Revised 07.09; Revised 10.18

PAY SCALE: Teacher Aide

QUALIFICATIONS: Library aides shall be of good moral character and meet the health qualifications required of teachers. The building principals will attempt, through an initial training conference, to define the teacher aides' relationship to the professional staff.

Teacher aides must have a minimum of sixty (60) college hours successfully completed, with transcripts from an accredited university on file with the office of Human Resources, or must successfully pass the recognized Department of Secondary and Elementary Education (DESE) paraprofessional assessment.

REPORTS TO: Librarian to whom assigned and building administrators.

JOB GOALS: To assist building librarian in the instructional process and assist in maintenance of library collection.

TERMS OF EMPLOYMENT: Employed for 180 days including holidays. Salary to be determined annually by the Board of Education and hours to be set at the time of employment.

EVALUATION: Performance will be evaluated annually prior to May 1 by the librarian and building principal. Evaluation forms shall be filed with the Assistant Superintendent.

RESPONSIBILITIES:

Non-instructional (non-certificated) service aides are defined as persons who work directly, under supervision, on tasks, which are of a routine non-instructional nature. The purpose of hiring these individuals is to free teachers from routine duties to do a better job of teaching. The teacher remains the diagnostician for learning, the manager of learning experiences, and the decision maker in learning situations. Aides can assist in many nonprofessional activities, including relieving professional personnel of their responsibilities for the instructional program. They may also be used as substitute teachers.

Aides shall be assigned tasks within their interest and ability to perform adequately. They may perform such duties as taking attendance, filing, and keeping routine records; collecting funds and keeping accounts; correcting objective tests and making up lists and charts for the teacher showing pupil performance; supervising playground activities, lunchroom, lavatory periods, quiet activities, etc. under teacher supervision; helping children with their clothes and with construction of bulletin boards, displays, projects, etc.; mending books; making arrangements for field trips; escorting children to the nurse; listening to and sharing thoughts with children who need to talk to an adult; and any other duties assigned by the building principal.

SPECIFIC RESPONSIBILITIES INCLUDE:

1. Prepare new materials for circulation.
2. Check library materials in and out.
3. Assist students in finding books.
4. Assist in processing new materials.
5. Prepare requisitions, bibliographies and reports.
6. Maintain periodicals collection.
7. Repair library materials.
8. Shelf books.
9. Read shelves and maintain them in order.
10. Assist in inventory.
11. Work at circulation desk.
12. Send overdue notices.
13. Collect fines on damaged books.
14. Prepare materials for teacher projects.
15. Maintain and assist with use of audio visual equipment.
16. Assist in training of volunteers.
17. Work such hours as agreed to at time of employment.
18. Perform other duties as determined by the building principal.