

**Job Title:** AIDE, LIBRARY/RESOURCE  
**Reports to:** Principal/Librarian  
**Dept./School:** Assigned Campus  
**Wage/Hour Status:** Non-exempt  
**Date Revised:** July 23, 2018

### **Primary Purpose**

Assist librarian in the administration of the campus library and giving assistance to the faculty, students, and parents in locating and preparing materials. Facilitate the effective operations of the campus workroom. Operate one or more types of copier machines to reproduce instructional materials. Perform routine clerical duties under direct supervision and provide clerical assistance to campus faculty.

## **QUALIFICATIONS**

### **Education/Certification**

A minimum of 60 college hours

### **Special Knowledge/Skills:**

Proficient typing, keyboarding, and file maintenance skills  
Ability to file books following district cataloging system  
Effective organizational, communication and interpersonal skills  
Ability to work well with students, parents, staff members and volunteers/community members  
Ability to follow verbal and written instructions  
Ability to operate office equipment and laminator  
Ability to use personal computer and other computerized equipment

### **Experience:**

One year experience working with children  
One year clerical experience

## **MAJOR RESPONSIBILITIES AND DUTIES – LIBRARY AIDE**

### **Library Program Support**

1. Provide individual instruction and assistance in using library media center resources including computers and audiovisual equipment.
2. Shelf incoming books, materials, and equipment.
3. Prepare materials for classroom or reserves collection use as requested by staff members.
4. Request and schedule use of materials from regional education service center or other source.
5. Prepare bulletin boards and displays and assist the librarian in preparing instructional materials.
6. Assist in operating and maintaining the copy machine and resource room and keep records.
7. Assist in the supervision of the Video Room and schedule.
8. Conduct story time for each scheduled class of students.
9. Maintain the appearance and safety of the library.

### **Accounting and Inventory**

10. Operate the media center automated circulation system.

11. Collect and maintain records of student fines and prepares parent notification as needed.
12. Receive and process books, materials, and equipment and reconcile with packing slips and invoices.
13. Repair books, magazines, materials, and equipment or process for repair at outside facilities (e.g., bindery).
14. Perform routine maintenance on audiovisual equipment.
15. Assist in the annual inventory and retiring of library media center materials.

### **Clerical Support**

16. Maintain physical and computerized files, including card catalog, vertical file materials, and publisher catalogs.
17. Prepare bibliographies, forms, purchase orders, requisitions, and routine correspondence using personal computer or typewriter.
18. Assist librarian in keeping administrative records and in preparing required reports.
19. Maintain records of all materials, checkouts, returns, overdue books, etc.

### **Student Management**

20. Supervise students and assist librarian and teachers to maintain student behavior and maintain an orderly atmosphere.
21. Perform assigned student monitoring duties.

### **Other**

22. Supervise library operation in absence of the librarian.
23. Assist with the supervision of parent volunteers and student aides.
24. Participate in staff development training programs to improve job performance, in special events and in faculty meetings, as assigned.
25. Perform other duties assigned by supervisor.
26. Maintain confidentiality of information.

### **Supervisory Responsibilities**

27. Assist in the supervision of volunteers.

## **MAJOR RESPONSIBILITIES AND DUTIES – RESOURCE AIDE**

### **Instructional Support**

28. Duplicate, collate, and bind instructional and testing materials for campus.
29. Laminate instructional materials for campus.
30. Assist campus with the preparation of special arts and craft projects as needed.

31. Assist in supervising students throughout the school day, both inside and outside the classroom, including lunchroom and bus duty.

**Accounting and Inventory**

32. Requisition, maintain and organize accurate inventory of workroom supplies.
33. Assist in inventory, care, and maintenance of workroom equipment.
34. May assist in maintaining campus vending machines, including filling machines, ordering supplies, and counting money.
35. May assist the textbook custodian including processing new books, conducting inventory, and filing required reports.
36. Receive and process new materials and resources.

**Other**

36. Provide clerical assistance to the school office as needed.
37. Participate in staff development training programs, faculty meetings, and special events as assigned.
38. Perform other duties assigned by supervisor.
39. Maintain confidentiality of information.

**Supervisory Responsibilities**

None

**EQUIPMENT USED**

Typewriter, personal computer, printer, scanner, calculator, 35mm camera, record player, opaque projector, laminator, camcorder, cassette recorder, overhead projector and screen, TV/VCR, digital camera, copy machine, Ellison machine, isograph, paper cutter, hole puncher, opaque projector and slide projector.

**WORKING CONDITIONS**

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

Work with continuous interruptions. Maintain emotional control under stress. Climbing, stretching; and frequent lifting of books, boxes, and audiovisual equipment.

Moderate lifting, carrying, standing, stooping, and bending. Exposure to duplicating fluids, inks, and toner.

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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.

**Reviewed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_