

PUBLIC SCHOOLS OF EDISON TOWNSHIP
Office of Human Resources

JOB DESCRIPTION

I. TITLE

Library Aide

II. PRIMARY FUNCTION

To provide support services inherent to the effective operation of the school media center under the direction of the principal

III. REPORTS TO

Principal

IV. QUALIFICATIONS

- High school diploma
- Clerical aptitude, good typing skills
- Demonstrated ability to work successfully with students and adults
- Successful experience working with children
- Knowledge of library operation
- Good physical health and ability to perform assigned duties
- Such other qualifications of academic, professional and personal excellence as the Edison Township Board of Education may specify

V. MAJOR DUTIES AND RESPONSIBILITIES

- Catalogues all print and non-print materials including typing and filing of catalog and shelf cards, as well as preparing books for shelving
- Performs necessary clerical tasks connected with the operation of the library – typing requisitions, preparing monthly reports, preparing book lists and overdue notices
- Assists students in locating reference materials
- To keep library for circulation purpose and for use by classes
- Operates the circulation desk, maintains circulation files and overdue library loans
- Duplicate learning materials as requested
- Repairs library materials as necessary
- Performs such other duties as may be assigned by the Superintendent or designee

VI. TERMS OF EMPLOYMENT

Work year and salary as per BOE/ETEA contract

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Job Description/Section VIII LIBRARY AIDE

APPROVED: November 22, 2010