

**TITLE:** LIBRARY AIDE  
**QUALIFICATIONS:** High school diploma or G.E.D.  
Experience or knowledge of library/office procedures  
Demonstrated interest in and aptitude for work to be performed  
**REPORTS TO:** Direct Supervisor as assigned  
**JOB GOAL:** To assist head librarians in the efficient operation of the school library

**JOB RELATED FUNCTIONS:**

Directed activities may include but are not limited to the following:

1. Work with student under the direction of the librarian.
2. Check out and shelve books and instructional materials.
3. Prepare documents and copies as needed.
4. Maintain student, employee and school confidentiality.
5. Perform other duties that may be assigned by the supervisor.

**TERMS OF EMPLOYMENT:**

This position shall be considered in all respects "employment at will." The employment period (work year) and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall at all times be subject to the direction of the Superintendent or his/her designee(s) and at all times shall be subject to the rules, regulations and policies of the District as established by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school district rules, regulations and policies which are in writing and made available to the employee at the building principal's office and the District Administration Office.

The employment period (work year) shall be set by the Superintendent or his/her designee(s). The salary shall be determined each year by the Board of Trustees on recommendation of the Superintendent.

**EVALUATION:**

Performance of this job will be evaluated periodically by the immediate supervisor in accordance with District policy.

Post Falls School District is an Equal Opportunity Employer and does not discriminate or deny any services on the basis of age, race, religion, color, national origin, sex and/or disability.