

Birmingham Community Charter High School

Library and College Center Aide

Title: Library and College Center Aide
FLSA Status: Non-Exempt
Reports to: Site Administrator
Supervises: N/A

DEFINITION:

Under the direction of the Site Administrator, perform a variety of library media related clerical and support duties related to the circulation, distribution, processing, receipt and storage of media materials in a high school library.

ESSENTIAL FUNCTIONS:

- Assist in planning and organizing library materials and services; maintain a clean and orderly environment; report and arrange maintenance needs; monitor and maintain acceptable student conduct
- Assist faculty, students and staff in researching materials; locate and select materials
- Prepare and maintain records on circulation and distribution, book orders, new books received, lost and damaged books and overdue books
- Train and review work of student workers and service student
- Receive, stamp, process and distribute textbooks to appropriate departments; maintain inventory records and notify students concerning lost textbooks and library materials
- Process new library materials, including books, periodicals and other materials
- Schedule and coordinate the use of audio-visual materials; assure proper use and operation of equipment
- Operate a computer terminal to check books and materials in and out at circulation desk; check out, distribute and recover audio-visual equipment and media materials
- Set up equipment, video tape events and troubleshoot audio-visual equipment problems as assigned
- Perform routine maintenance to audio-visual equipment; report need for major repair or replacement according to established procedure
- Generate bar codes; create shelf list cards, spine labels, and other materials
- Provide information and assistance to teachers, administrators, parents and the public
- Perform related duties as assigned

KNOWLEDGE OF:

- Library terminology, policies, and procedures
- Modern office practices, procedures and equipment
- Filing and record-keeping techniques
- Interpersonal skills using tact, patience and courtesy
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Basic arithmetic
- Record keeping
- Operation of a computer terminal

ABILITY TO:

- Assist students and others in use of library materials and equipment
- Operate a variety of office machines including copier, calculator, computer work station, and audio-visual equipment
- Establish and maintain effective working relationships with others
- Communicate effectively both orally and in writing

Library Aide

- Process incoming library and media materials
- Understand and follow oral and written directions
- File alphabetically and numerically with speed and accuracy

EDUCATION:

Graduation from high school or evidence of equivalent educational proficiency, preferably supplemented by a library aide certificate or an equivalent number of courses in library science at the college level.

EXPERIENCE:

One (1) year of library aide experience

SPECIAL:

Ability to communicate in a language other than English may be required for some positions

A valid California Driver License and use of an automobile may be required

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate audio-visual and office equipment
- Lift, carry, push, pull, bend, twist, stoop, kneel, and walk
- Perform light physical exertion
- Lift and carry 25 pounds
- Reach in all directions
- Stand, sit and walk for extended periods of time
- Work at a desk, conference table or in meetings of various configurations
- Read, interpret, and apply rules, regulations, policies and procedures

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

Right to Revise:

This job description is not meant to be all-inclusive and the Charter School reserves the right to revise this job description as necessary without advance notice.

The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed, as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer without notice.

Employee: I have received a copy of the above Job Description and agree to direct any questions to my supervisor.

Employee Signature

Date