

JOB TITLE: HIGH SCHOOL LIBRARY / COMPUTER LAB AIDE

QUALIFICATIONS:

1. Knowledge of computer usage and modern office practices.
2. Effective communication techniques and procedures.
Ability to communicate effectively in oral and written form.
3. Ability to establish cooperative relationships in a calm and tactful manner.
4. Ability to effectively carry out oral and written directions.

REPORTS TO: Library Media Specialist

JOB GOAL:

1. To assure the smooth and efficient operation of the library media program.
2. To provide assistance to students and teachers in utilizing the library resources.

PERFORMANCE RESPONSIBILITIES:

1. Open library, computer lab and math lab each morning
2. Assist students with general library and computer skills
3. Catalog and process new books and equipment
4. Remove books and equipment from circulation as needed
5. Put book jackets and book laminate on new books
6. Change due dates in computer
7. Enroll all students in Accelerated Reader program and assign to a class
8. Assist students with taking AR and STAR tests
9. Make library cards
10. Schedule teachers for the computer lab, math lab and library
11. Keep periodical records up to date
12. Inventory library and computer labs annually
13. Order print cartridges for the computer lab, math lab and library
14. Set up equipment for presentations and meetings
15. Laminate for teachers
16. Create and process purchase orders
17. Run monthly collection statistics report at the end of every month and other reports as needed
18. Run over due book report and mail when needed
19. Assist all teachers as needed with books and equipment
20. Supervise library media students with librarian
21. Assist with other duties as requested by librarian

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Education.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Personnel.

Signed:_____ Date:_____
(HS Library/Computer Lab Aide)

Signed:_____ Date:_____
(Library Media Specialist)