



## BROWNSVILLE INDEPENDENT SCHOOL DISTRICT

### Job Description/Evaluation

Rev. Date 4/14/2023

Employee Name:\*

Employee ID #:

Job Title: **Library Aide**

Location:

(Choose from drop down list)

Pay Grade: **Pay Grade 3**

FLSA Status: **Nonexempt**

Days: **187**

This job description is neither a contract nor a substitute for the official district policy manual, nor is intended to alter the at-will status of non-contract employees in any way.

#### SUMMARY

The mission of today's school library is to help prepare students to enter the information age. To carry out this mission, the Library Aide, together with the Librarians, assists the administrators and teachers to ensure that students can effectively locate, access, interpret, evaluate and communicate information. The Library Aide works under direct supervision of the librarian to help patrons use the books, audio-visual materials, and equipment.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Assists teachers on the selection and scheduling of materials for classroom instruction.

Assists in providing instruction to students and teachers in locating and using materials and equipment, operating copiers, and in using computer programs, compact discs, or on-line data bases.

Encourages student use of materials to satisfy class assignments.

Functions as a member of the teaching team by accepting one-on-one or small group teaching responsibilities in students' use of the library materials.

Instructs the students and teachers on the use of audio-visual and other apparatuses (micro-film, projectors, etc.)

Assists in providing user guidance in reading, listening, and viewing.

Assists in planning activities to stimulate student and teacher use of library materials and facilities.

Assists the librarian in planning with administrators, teachers and students, individually and in groups, for effective use of library materials and facilities.

Uses a computerized circulation/catalog system for data entry/deletion of patron and resources files.

Checks in/out resources; assists with the circulation, return, and book desk and collects fines, as assigned.

Maintains bulletin boards and other library displays. Changes bulletin boards often, and puts up current event posters on a monthly basis.

Monitors attendance in the library and keeps daily attendance records.

Prepares materials to be placed on reserve at teacher's request and maintains the reserve collection.

Collects and maintains records of student fines and prepares parent notifications as needed.

Assists in shelving books and materials and stores equipment as it is returned.

Assists with inventory and "weeding" procedures.

Assists librarian in keeping administrative records and preparing required reports.

Works with students to maintain an orderly atmosphere.

Maintains an attractive library appearance.

Follows established safety procedures and techniques to perform job duties.

Maintain confidentiality at all times.

Maintains a high level of ethical behavior as is expected of all District employees.

Performs any other duties assigned by Supervisor/Principal.

#### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### EDUCATION and/or EXPERIENCE

High School Diploma or General Equivalency Diploma (GED) in English required. Forty-eight (48) college level hours from an accredited institution of higher education or Associates and/or Bachelor's Degree required. Ability to obtain a Texas Education Educational Aide Certification. Experience in working with students or parents preferred; experience may be work in church-related schools, day camps, youth groups, private schools, licensed day care centers, or other similar experiences that would be acceptable to the District.

#### LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos; ability to write simple correspondence; ability to effectively present information in one-on one situations and small groups to students and other employees of the organization.

#### REASONING ABILITY

Ability to apply common sense understanding detailed but uninvolved written or oral instructions; ability to deal with problems involving a few concrete variables in standardized situations; ability to maintain emotional control under stress; ability to maintain the same high level of ethical behavior and confidentiality of information as is expected of all District employees.

#### OTHER SKILLS AND ABILITIES

Ability to operate specific equipment or tools, including projectors, copiers, and audio-visual equipment; ability to work specific computer software; ability to use technology required to perform the job; ability to communicate effectively with others in a congenial manner; ability to file books following district cataloging system; bilingual (English and Spanish).

## PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands to finger, handle, or feel objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl, and talk or hear. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

## WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. 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.

## COMMENTS

The purpose of the performance evaluation is to improve the competency of the individual through studies and conferences. This performance evaluation is neither a contract nor a substitute for the official district policy manual, nor is it intended to alter the at-will status of non-contract employees in any way. This document describes the various responsibilities and competencies expected and it is also designed to serve as an evaluation form. When used for this purpose, the evaluator will input a number in the scale to the right of each statement. An overall performance rating scaled from 4-1, as shown below, will be utilized. You must justify in the comments section for rating 1,2 or 4.

### Performance shall be evaluated as follows:

4 Exceeds Expectations: (Yes)	If the performance <u>excels</u> in some major areas
3 Meets Expectations: (Yes)	If the performance <u>meets</u> expectations
2 Below Expectations: (NI)	If the performance <u>needs improvement</u> in some major areas
1 Unsatisfactory: (No)	If the performance is <u>clearly not acceptable</u> in some major areas
N/A=blank (N/A)	Does not apply/not at this location.

**NOTE: YOU MUST JUSTIFY IN THE COMMENTS SECTION FOR RATING 1,2 OR 4.**

**SCALE**

Performance Responsibilities: Each performance responsibility area shown below may be utilized in evaluating the performance of the individual within the responsibility area.

Y	NI	N	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>1.01</b> Demonstrates thorough goal setting, a clear-cut sense of direction and purpose in daily activities.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>1.02</b> Is prompt and thorough in completing assignments and attending to details accurately and effectively.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>1.03</b> Assists teachers on the selection and scheduling of materials for classroom instruction.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>1.04</b> Assists in providing instruction to students and teachers in locating and using materials and equipment, operating copiers, and in using computer programs, compact discs, or on-line data bases.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>1.05</b> Encourages student use of materials to satisfy class assignments.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>1.06</b> Functions as a member of the teaching team by accepting one-on-one or small group teaching responsibilities in students' use of the library materials.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>1.07</b> Instructs the students and teachers on the use of audio-visual and other apparatuses (micro-film, projectors, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>1.08</b> Assists in providing user guidance in reading, listening, and viewing.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>1.09</b> Assists in planning activities to stimulate student and teacher use of library materials and facilities.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>1.10</b> Assists the librarian in planning with administrators, teachers and students, individually and in groups, for effective use of library materials and facilities.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>1.11</b> Uses a computerized circulation/catalog system for data entry/deletion of patron and resources files.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>1.12</b> Checks in/out resources; assists with the circulation, return, and book desk and collects fines, as assigned.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>1.13</b> Maintains bulletin boards and other library displays. Changes bulletin boards often, and puts up current event posters on a monthly basis.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>1.14</b> Monitors attendance in the library and keeps daily attendance records.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>1.15</b> Prepares materials to be placed on reserve at teacher's request and maintains the reserve collection.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>1.16</b> Collects and maintains records of student fines and prepares parent notifications as needed.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>1.17</b> Assists in shelving books and materials and stores equipment as it is returned.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>1.18</b> Assists with inventory and "weeding" procedures.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>1.19</b> Assists librarian in keeping administrative records and preparing required reports.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>1.20</b> Works with students to maintain an orderly atmosphere.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>1.21</b> Maintains an attractive library appearance.

COMMENTS REQUIRED FOR RATING OF 1,2 OR 4:

Overall Rating

Y    NI    N    N/A

- 2.01** Is aware and supportive of District guidelines and policies.
- 2.02** Maintains a high level of ethical behavior and confidentiality of information as is expected of all District employees.
- 2.03** Demonstrates punctuality.
- 2.04** Follows safety procedures and techniques to perform job duties.

COMMENTS REQUIRED FOR RATING OF 1,2 OR 4:

Overall Rating

Y    NI    N    N/A

- 3.01** Demonstrates ability to work well with co-workers and administration in a positive, productive manner.
- 3.02** Represents the school and school district favorably at faculty meetings, staff development, and school-parent functions (open house, etc.).

COMMENTS REQUIRED FOR RATING OF 1,2 OR 4:

Overall Rating

Y    NI    N    N/A

- 4.01** Maintains professional growth by attending in-services and meetings as requested and/or as required.
- 4.02** Performs any other duties in relation to library instruction and maintenance deemed necessary by the Supervisor/Principal.

COMMENTS REQUIRED FOR RATING OF 1,2 OR 4:

Overall Rating

0

**NOTE:** The arithmetic mean is used as the average in this block. The average is derived by dividing the total number of points by the number of areas actually rated. Enter average below and round off to the first decimal point (ie. 2.8, 3.0, etc.)

AVERAGE

-

EVALUATOR'S COMMENTS:

EMPLOYEE'S COMMENTS:

\_\_\_\_\_  
SUPERVISOR'S NAME

\_\_\_\_\_  
SUPERVISOR'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
EMPLOYEE'S NAME

\_\_\_\_\_  
EMPLOYEE'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
EMPLOYEE ID NUMBER

\_\_\_\_\_  
SCHOOL/DEPARTMENT

**FOR CLASSIFIED PERSONNEL OFFICE USE ONLY**

Received copy

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DATE