



HIGHLAND PARK ISD

Office of Human Resources

Job Title: Library Aide

Exemption Status/Test: Nonexempt

Reports to: Principal/Librarian

Pay Grade/Days: IS01/ 187 days

Dept./School: Assigned Campus

Date Revised: May 2019

PRIMARY PURPOSE:

Assist librarian in the administration of the campus library. Assist all stakeholders in the location and use of materials promoting a positive environment in the library/media center. Perform routine clerical duties under direct supervision.

QUALIFICATIONS:

Education/Certification:

Associate's degree, two years of study at an institution of higher learning

Knowledge/Skills/Abilities:

Proficient keyboarding and file maintenance skills
Ability to shelve books following district cataloging system
Ability to work well with children
Effective, organizational, communication, and interpersonal skills
Effective customer service skills
Ability to follow complex directions
Proficient technology skills

Experience:

2 year experience working with children, preferred
2 year clerical experience, preferred

MAJOR RESPONSIBILITIES AND DUTIES:

Library Program Support

1. Provide individual instruction and assistance to individual students or small groups in using library media center resources including computers and other equipment.
2. Check books in and out, and assist with other circulation desk responsibilities.
3. Maintain organizational requirements of the library; including but not limited to, shelving books, sorting materials, labeling, and covering materials.
4. Ready materials for classroom or reserve collection use as requested by teachers.
5. Prepare bulletin boards, displays, and other resources and assist the librarian in preparing instructional materials.
6. May read to small groups of students and listen to individual students read aloud.
7. Foster ethical use of information and resources so all stakeholders collaborate in an atmosphere of respect, integrity, sharing, trust, and service.



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Accounting and Inventory

8. Maintain library catalog according to district standards and guidelines.
9. Receive and process new books, materials, and equipment and reconcile with packing slips and invoices. Shelf returned books, materials, and equipment.
10. Perform routine maintenance and repair books, magazines, materials, and equipment.
11. Assist in the annual inventory and weeding of library media center materials.

Clerical Support

12. Compile, maintain, and file all reports, records, and other documents as required.
13. Prepare bibliographies, forms, purchase orders, requisitions, and routine correspondence according to standard procedures as requested by the librarian.

Student Management

14. Supervise and monitor students as assigned and assist librarians and teachers to maintain appropriate student behavior and an orderly atmosphere.
15. Maintain a positive culture and welcoming environment that promotes inclusiveness and positivity with all stakeholders.

Other

16. Maintain library operation in absence of the librarian.
17. Assist in directing the work of parent volunteers and student aides.
18. Maintain confidentiality.
19. Participate in professional learning opportunities that support the goals of the district.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including computer and peripherals; standard library equipment including imaging equipment; standard instructional equipment

Posture: Regular sitting, standing, kneeling, squatting, bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions; frequent keyboarding and use of mouse; regular overhead reaching; climbing ladders

Lifting: Frequent light lifting and carrying (under 15 pounds); occasional moderate lifting and carrying (15–44 pounds)

Environment: Work inside; work alone; exposure to biological and chemical hazards such as mold and dust

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

Employee Name (printed): _____

Employee Signature: _____ Date: _____