



Library Assistant

Purpose Statement

The role of the Library Aide is to provide essential support to the instructional program by maintaining the library collections, identifying age-appropriate resources, selecting items to support classroom instruction, and performing clerical functions related to the collection, processing, circulation, maintenance, and inventory of library materials and textbooks.

Supervisory Relationship

Reports to: Building Principal and Library Media Specialist

Essential Functions

- **Assist in Resource Identification:** Aid teachers, students, and administrators in identifying resource materials for classroom and assignment use.
- **Order Supplies and Equipment:** Communicate with the Library Media Specialist (LMS) regarding ordering needs to ensure the availability of necessary supplies and equipment.
- **Evaluate Library Materials:** Work with the LMS to evaluate and maintain the library collection, including repairing and recommending the retirement of books and periodicals.
- **Instruct Students:** Teach students research techniques, use of resources, and provide lessons on book clubs and makerspaces to enhance academic success through library media and STEAM skills.
- **Maintain Inventory:** Keep an up-to-date inventory of library books, hardware/software, media equipment, and instructional materials.
- **Monitor Student Activities:** Supervise students to maintain a safe learning environment.
- **Operate Media Equipment:** Use various media equipment and applications to support instructional and library activities.
- **Perform Circulation Activities:** Manage item check-in/check-out, prepare circulation counts, and handle inter-library loan requests.
- **Prepare Documentation:** Create and maintain manual and electronic documents and reports such as collection statistics, scheduling, renewal information, and overdue lists.
- **Process Library Materials:** Handle the processing of library books, periodicals, software, and related media materials, including barcoding and shelving.
- **Provide Technical Support:** Offer minor troubleshooting and technology support for library services and student devices.
- **Repair Library Materials:** Ensure the availability of books and library materials by repairing as needed.
- **Create Displays:** Develop displays and signage to highlight library resources and facilitate access.
- **Participate in Training:** Attend unit meetings, in-service training, and workshops to stay informed and improve job performance.
- **Adhere to School Policies:** Follow school policies and procedures.
- **Attendance:** This position requires prompt and consistent attendance.
- **Perform Other Duties:** Undertake additional tasks as assigned to support the effective operation of the work unit.

Job Requirements: Minimum Qualifications

Skills

- Operate standard office equipment and use pertinent software applications.
- Prepare and maintain accurate records.

Knowledge

- Basic math skills, including calculations using fractions, percentages, and ratios.
- Understanding of library practices and computer/internet operations.

Abilities

- Schedule activities, meetings, and events.
- Work flexibly with a wide variety of individuals.
- Utilize various job-related equipment.
- Establish effective working relationships.
- Solve problems and manage interruptions effectively.

Responsibility

Work under direct supervision using standardized routines. Lead, guide, and coordinate others.

Operate within a defined budget. Utilize resources from other work units as needed. Have a continual impact on the organization's services.

Work Environment

The job requires occasional lifting, carrying, pushing, and/or pulling, frequent stooping, kneeling, crouching, and/or crawling, and significant fine finger dexterity. Generally involves 10% sitting, 70% walking, and 20% standing. The job is performed under conditions with exposure to risk of injury and/or illness and in a clean atmosphere.

Experience

Job-related experience is desired

Education

High school diploma or equivalent

Targeted job-related education with study in job-related area

Certificates and Licenses

Criminal Justice Fingerprint/Background Clearance

Continuing Education/Training

Participate in ongoing training as required

FLSA Status

Non-Exempt

Salary Grade

SI