



POSITION DESCRIPTION

Job Title: Library Assistant
Reports to: Director of Innovation
Hours: Hourly, Full-time, non-exempt, school year only

Position Summary:

The High School Library Aide is responsible for supporting critical library management functions across the campus while simultaneously supervising students during designated study periods. This role ensures a productive academic environment by maintaining library systems and providing direct student oversight to encourage academic success.

Essential Duties:

Library Management

- Database Maintenance: Assists with the upkeep of the library database and information systems.
- Materials Handling: Assists with cataloging, classifying, circulating, and maintaining various library materials.
- Administrative Support: Works closely with the Library Administrator to ensure proper processing procedures and expertise are applied to the collection.

Student Supervision & Academic Support

- Monitoring: Supervises students in study halls, hallways, and the lunchroom.
- Attendance & Records: Maintains and records daily attendance for all assigned periods.
- Environment Upkeep: Assists with the daily cleanup of rooms to ensure a safe and clean learning environment.

General

- Performs other duties as assigned by school leadership.

Qualifications and Skills:

- High school diploma required; a four-year degree is preferred.
- Previous experience working with children is required.
- Skilled in Microsoft and Google information systems and related software applications.
- Knowledge of, or a willingness to learn, library administration guidelines and access software.
- Strong organizational skills, high attention to detail, and excellent communication abilities.
- Must submit to a legal background check, complete Virtus training, and agree to the Pastoral Code of Conduct.

I accept the above responsibilities and by signature indicate my willingness to enthusiastically participate in the implementation of the faith community. I am able to perform the above duties with or without reasonable accommodations.

Signature: _____