

ST. TAMMANY PARISH SCHOOL BOARD
Covington, Louisiana

JOB DESCRIPTION

TITLE: Library Aide (FLSA Status: Non-Exempt)

MINIMUM QUALIFICATIONS:

- 1. U.S. citizen or authorized alien.
- 2. Minimum age 20 years.
- 3. Associate degree (or higher) **or** 48 semester hours minimum to include: English Composition -3 hours; English/Reading - 6 hours, and Mathematics - 6 hours **or** current passing score on the Para Pro Assessment for Louisiana and high school diploma.
- 4. Ability to type 40 words per minute.
- 5. Knowledge of basic library terminology and practices.
- 6. Knowledge of standard office practices and procedures.

REPORTS TO: Principal

JOB GOAL: To assist the Librarian in providing services to both students and teachers.

JOB SUMMARY: This position is designed to provide general and specialized clerical support services to the Library/Media Center. The work involves typing, filing, posting, matching, sorting, checking out books and materials, taking counts and inventories, handling mail and processing orders, meeting and assisting the public with courtesy and tact, operating office machines and reproduction equipment, and training and supervising student assistants. Specific library routines and procedures are performed under the direction of the school principal and professional members of the Library/Media Staff.

ESSENTIAL JOB FUNCTIONS:

- 1. Processes orders and receive library materials and equipment.
- 2. Work at circulation desk in such routines as charging, discharging, or renewing materials, reserving books, collecting fines, and following up on overdue materials.
- 3. Search shelves and arranges materials.
- 4. Record delivery and care of audiovisual equipment and factual information.
- 5. Type a variety of statistical, accounting and general library correspondence; may operate duplicating machines.
- 6. Assist in public service areas and provide directions and factual information.
- 7. Maintain statistical records and make reports.
- 8. Operate microfilm and other general and specialized machines.
- 9. Participate in inventories.
- 10. Revise bibliographies and periodical lists and prepare acquisition lists for circulation.
- 11. Does minor book and periodical repair.
- 12. Assigns accession numbers and assists in pre-cataloging procedures.
- 13. Serves as receptionist.
- 14. Trains and supervises student assistants.

PHYSICAL DEMANDS:

- 1. Possess physical skills and stamina to perform job responsibilities.
- 2. Work requires occasional standing.
- 3. Must tolerate constant period of sitting throughout the shift.
- 4. Must tolerate frequent periods of walking throughout the shift.
- 5. Must on occasion lift and carry boxes, books, manuals, catalogues, files, records, etc.
- 6. Must be able to bend and stoop in performing job duties.
- 7. Must tolerate horizontal, overhead, and low level reaching with both hands in performing work such as retrieving manuals, picking up objects, filing, typing, shredding, and computer runs.
- 8. Must handle numerous duties with both hands and fingers:

A. Fine Motor Skills

- 1. Typing
- 2. Copying
- 3. Adding Machine
- 4. Computer
- 5. Filing
- 6. Binding
- 7. Filling out forms

B. Grasping

- 1. Manuals
- 2. Boxes
- 3. Journals

ADDITIONAL DUTIES AND RESPONSIBILIITES: The Principal shall assign all other duties.

TERMS OF EMPLOYMENT: Nine months, unless employed in a summer program, salary in accordance with the current salary schedule.

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

The Superintendent reserves the right to review, update, or change the job and any/all duties due to changes in job content, organizational structure, or state or federal laws.

Approved by: _____ **Date:** _____

Reviewed and
Agreed to by: _____ **Date:** _____
(Employee)

Employee’s Name (Please Print) **Employee Identification Number**

Original- Human Resources Department **Copy- Supervisor** **Copy- Employee**