

# USD 313 EDUCATIONAL SUPPORT STAFF JOB DESCRIPTION

POSITION TITLE: **LIBRARY AIDE – ELEMENTARY**

SUPERVISOR: Library Media Specialist and Principal

PAYMENT RATE: According to Board Policy

CLASSIFICATION: Non- Exempt

QUALIFICATIONS:

1. High School diploma or equivalent
2. Computer skills
3. Detail Oriented
4. Maintain current TB testing as required by Health Department regulations

ESSENTIAL FUNCTIONS:

1. Assist students and staff in locating books and materials.
2. Check in books and all other library materials.
3. Organize and shelve books and library materials.
4. Repair books.
5. Assist with reading incentive activities and help with book fairs.
6. Maintain a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements and to maintain a professional work environment.
7. Perform other duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS:

1. Ability to move, lift, pull or push heavy objects.
2. Must work in crowded environment with various noise levels and numerous interruptions.
3. Requires stooping, bending, kneeling, reaching and turning.
4. Requires regular attendance and physical presence at the job.

TERMS OF EMPLOYMENT: At will

PERFORMANCE REVIEW:

Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

APPROVED: 5/13/2013