

MENDOTA UNIFIED SCHOOL DISTRICT

Position: Library Aide
Department: Various School Site
Reports To: Site Principal

FLSA: Non-Exempt
Classified

This job description is not intended to encompass all duties and responsibilities that may be assigned to or performed by an individual. The job description is intended only to identify the types of duties and responsibilities that can be performed by an individual assigned to this classification.

GENERAL DESCRIPTION

Under general supervision of the site Administrator, performs a variety of computer, clerical, and library duties in a school library; and provides general information and assistance to students and staff.

ESSENTIAL DUTIES

- Operates all computers, printers, and software applicable to the library/media center. Includes use of CD ROM, Internet, and electronic catalog circulation program, and word processing, desktop publishing and spreadsheet applications.
- Assist students and staff in using on-line or CD-ROM reference databases.
- Assist staff and students to locate and check out books and materials.
- Supervise students using the library outside of class hours.
- Assist in the instruction of staff and students in the use and operation of networked computers, software, and related resources.
- Operate audiovisual equipment such as the laminating machine, printer, microfiche readers, and copy machine.
- Perform a variety of clerical duties, including processing and maintaining library media; entering records and files; maintain schedules for use of computers; library media center; books and related reference materials; and assemble packets and materials for students.
- Help conduct periodic inventories of book collection, materials, software and equipment as assigned; participate in ordering and maintaining supplies and equipment; store and discard materials according to standard procedures.
- Help maintain the physical appearance and ease of use of the library.
- Evaluate and maintain orderliness of shelved materials; shelve books, periodicals, and newspapers; pull and route materials in need of mending, binding, repairing, or discarding.
- Supervises the library and the computer lab.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Basic library terminology and practices.
- Modern office practices and procedures.
- Correct spelling, punctuation, and grammatical usage.
- Operate of various office machines and audio-visual equipment.
- Public relations techniques in giving information to the public in person and on the telephone.
- Working knowledge of library technical procedures including alphabetizing,
- Dewey Decimal classification
- Filing and record-keeping procedures
- Recordkeeping and report preparation techniques
- Microsoft Office
- Web browsing techniques

ABILITY TO:

- Assist Library staff and teachers with instructional and related activities; reinforcing instruction to individual or small groups of students in a library or other assigned learning environment.
- Assist in the preparation of instructional materials.
- Understand and follow oral and written directions.
- Establish and maintain cooperative and effective working relationships with students, parents, staff and the public. .
- Communicate effectively both orally and in writing.
- Monitor, observe and report student behavior and progress according to approved policies and procedures.
- Operate standard office, library and classroom equipment including a computer and assigned software.
- Observe health and safety regulations.
- Observe and control student behavior according to approved policies and procedures.
- Provide information and assistance to students and staff.
- Be flexible to perform work within changing priorities and possess sufficient interpersonal skill to work harmoniously with staff, students, administrators, parents and others.

MINIMUM QUALIFICATIONS:

- Must meet the requirements of the Federal and State "No Child Left Behind" NCLB legislation. Qualifications are any combination equivalent to 48 semester units of college study or an AA Degree or upon passing a NCLB qualifying written examination, and experience working with children in an organized setting.

WORKING CONDITIONS**ENVIRONMENT:**

- Employee in this position will be required to work indoors in library environment and may work outdoors intermittently at short intervals outdoors supervising students
- Employee comes into direct contact with students, staff and public.

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate various office and instructional classroom equipment.
- Sitting and standing for extended periods of time.
- Bending at the waist, kneeling and crouching to assist students.
- Seeing to read a variety of materials and monitor student activities.
- Hearing and speaking to exchange information.
- Visual acuity and physical skills necessary to retrieve library materials from shelves and storage areas and the dexterity to maintain library materials and operate equipment. The employee is required to have the physical ability to push/pull fully loaded book carts and lift/carry materials weighing up to 40 pounds

Reasonable accommodation may be made to enable a person with disability to perform the essential functions of the job.