

LIBRARY AIDE

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

Under the close supervision of the building Principal, a cooperating paraprofessional provides instruction, training, information, technical expertise and guidance to students, staff, and others in the school community to promote the value and optimum use of resources, services, and information technology available in the Library/Education Resource Center.

ESSENTIAL JOB FUNCTIONS:

- Process library books and other materials (cataloging, barcoding, and shelving) according to the Dewey Decimal Classification System
- Provide assistance to individuals or groups in the selection of books, digital resources, and the use of technology.
- Maintain library records, i.e., MARC records, patron lists, circulation statistics, cataloging and acquisition of titles, based on district curriculum guidelines
- Check out, receive and account for library books and materials
- Maintain a clean and welcoming environment that promotes learning and collaboration.
- Assist teachers in promoting an excellent educational program; present educational information to students under the supervision of a qualified classroom teacher
- Assist parents with accessing physical and online library services for students
- Plan and organize library displays, activities and events that encourage students in both reading and use of library facilities and materials
- Read-aloud and provide book talks to groups of students as appropriate
- Participate in staff development, meetings, and workshops for the purpose of acquiring skills and information required to meet job expectations
- Perform other related work as required

EMPLOYMENT STANDARDS:

- Ability to meet physical requirements necessary to safely and effectively perform required duties
- Possession of an AA/AS degree, or 48 units, or passage of District Proficiency test (CODESP)
- Acquainted with library functions, procedures, and new and emerging technologies as they apply to the library setting
- Operate a keyboard at a level proficient for successful job performance
- Understand child development, and how it relates to the abilities and needs of children using the library
- Learn and interpret rules and regulations
- Perform other related duties

KNOWLEDGE OF:

- Library functions and procedures
- Business English, including vocabulary, spelling and punctuation
- Basic first aid practices, procedures and techniques
- Basic arithmetic
- Keyboarding and basic computer skills

SKILL AND ABILITY TO:

- Quickly learn library functions and procedures, such as the Dewey Decimal Classification System
- Follow oral and written instructions
- Become acquainted with children's books and authors
- Read, write, and use technology at a sufficient level to successfully perform the required duties
- Organize a task and carry it to completion with efficient use of time under demanding situations in a positive professional manner, and in an atmosphere where interruptions occur frequently
- Be sensitive to the needs of children, staff and the public

- Possess effective communication skills
- Work cooperatively with others
- Operate computers, tablets, printers and other technology devices and software applicable to the library, including use of the internet, Destiny/Follett catalog circulation program, eBooks and Microsoft Office programs

WORKING CONDITIONS:

- School library environment

PHYSICAL FUNCTIONS:

- Hear and understand speech at normal levels
- See and read printed materials
- Write legibly
- Bend, twist, kneel and stoop
- Lift and carry forty (40) pounds
- Reach in all directions
- Speak clearly and effectively
- Sit and stand for periods of time

EDUCATION AND EXPERIENCE:

- Recent experience working with children or youth groups desirable
- Clerical and computer experience

WORK YEAR: One hundred eighty (180) days, plus paid holidays, plus paid vacation

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, sex (pregnancy or gender), sexual orientation, marital status, national origin (including language use restrictions), ancestry, disability (mental and physical, including HIV and AIDS), age (40 and above), medical condition (cancer/genetic characteristics), denial of family and medical care leave, or denial of pregnancy disability leave or reasonable accommodation. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization is a Drug and Tobacco-Free Workplace.

This organization requires a successful candidate to provide employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.

*Update: June 28, 2016
Updated: May 27, 2011*