

USD 261 EDUCATIONAL SUPPORT STAFF
POSITION DESCRIPTION

POSITION TITLE: **LIBRARY AIDE**

SUPERVISOR: Library Media Specialist and Principal

PAYMENT RATE: According to Educational Support Staff Salary Schedule

QUALIFICATIONS:

1. High School diploma or equivalent.
2. Computer skills.
3. Maintain current TB testing as required by Health Department regulations (after employment offer is made).

ESSENTIAL FUNCTIONS:

1. Assist with managing library operations in elementary and secondary libraries including but not limited to, working with students and staff; utilizing various media; reporting; record-keeping; and accessing files for the purpose of ensuring the efficient and effective functions of the library.
2. Assist Library Media Specialist in preparing for teaching and motivating students so the library is viewed as the center for information.
3. Compile orders on printed materials and audio visual equipment to account for purchases made within the library.
4. Check in, process and record new magazines, books, video tapes, equipment and supplies for accountability of library assets.
5. Check out borrowed books, magazines, tapes and equipment and distribute overdue lists to account for materials used.
6. Assist with promoting reading programs and help with book fairs for the purpose of ensuring that all functions held within the library run efficiently.
7. Assist with development of bulletin board and room decorations for the purpose of enhancing the learning environment.
8. Participate in district inservice programs for the purpose of acquiring and/or conveying information relative to job functions.
9. 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.
10. 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.

TERMS OF EMPLOYMENT:

At will

PERFORMANCE REVIEW:

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

APPROVED: 07/21/2008