

Library Assistant

Purpose Statement

The job of Library Aide is done for the purpose/s of providing support to the instructional program with specific responsibilities for maintaining the library collections at school sites; identifying age-appropriate resources for students and teachers utilizing library resources; selecting appropriate items in support of classroom instruction; and performing clerical functions related to collection, processing, circulation, maintenance, and inventory of library materials and/or textbooks.

This job reports to Building Principal under guidance of the Library Media Specialist

Essential Functions

- Assists teachers, students, and administrators for the purpose of identifying resource materials for use in classroom and/or class assignments.
- Communicates with LMS ordering needs for supplies and equipment for the purpose of ensuring availability as needed.
- Evaluates with LMS books and/or periodicals for retention within collection (e.g. repairing damaged books, recommending retirement of books and/or periodicals, etc.) for the purpose of ensuring the availability of books and library materials.
 - Instructs students (e.g. research techniques, use of resources, book club lessons, makerspaces, etc.) for the purpose of improving their success in academics through the use of library media, and STEAM skills.
- Maintains materials inventory (e.g. library books, library hardware/software, media equipment, makerspaces and related instructional materials, etc.) for the purpose of providing an up-to-date reference and ensuring the availability of materials when required.
- Monitors student activities for the purpose of maintaining a safe environment conducive to learning.
- Operates a variety of media equipment and applications for the purpose of ensuring implementation of instructional, media, and library support.
- Performs circulation activities (e.g. item check-in and check-out, prepare circulation count, lists of overdue items, inter-library loaning requests, etc.) for the purpose of controlling the use, location and availability of items in the collection.
- Prepares manual and electronic documents and reports (e.g. collection statistics, scheduling reports/requests, renewal information, overdue lists, fines costs, etc.) for the purpose of providing documentation and information to others.
- Processes library books, periodicals, software and related media materials (e.g. bar coding, shelving, producing required reports, Chromebooks, inter-library loan requests, etc.) for the purpose of providing students and staff with required materials.
- Maintains communication and accurate records of materials, fines, and resources.
- Provides minor troubleshooting (e.g. technology support for students and staff, etc.) for library services and 1:1 device support (passwords, Chromebook reset, etc.)
- Repairs books and materials for the purpose of ensuring the availability of books and library materials.
- Supports the repair process for student devices (providing loaners, communicating with LMS/Tech).
- Creates displays and signage in the library to assist in highlighting resources and providing access.
- Participates in unit meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform functions.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications Skills,

Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percentages, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include library practices, and computer and internet operations.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a variety of job-related equipment.

Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include establishing effective working relationships.

Responsibility

Responsibilities include working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally, the job requires 10% sitting, 70% walking, and 20% standing. The job is performed under conditions with exposure to risk of injury and/or illness and in a clean atmosphere.

Experience: Job related experience is desired.

Education: High school diploma or equivalent.

Equivalency:

Required Testing:

Certificates and Licenses

Continuing Educ. / Training:

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Approval Date

Salary Grade

Non-Exempt

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