



JOB DESCRIPTION
Library Aide - Elementary

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The Library Aide, under the direct supervision of the librarian, assists the school librarian in organizing and providing materials; both print and non-print, for student and teacher use, and performs routine clerical duties.

EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:

- High School Diploma or GED
- No Child left behind compliance
- One year clerical experience
- One year experience working with children

ADDITIONAL REQUIREMENTS:

- Skills testing will be required
- Must be eligible for state certification (required if hired)

KNOWLEDGE / SKILLS / ABILITIES:

- Proficient typing, keyboarding, and file maintenance skills
- Ability to file books following district cataloging system
- Effective communication and interpersonal skills
- Ability to work well with students

DUTIES AND RESPONSIBILITIES:

1. Assists the librarian with the clerical activities of the library and maintains audio-visual aids.
2. Assists the librarian with the processing of materials for circulation.
3. Maintains the inventory of all audio-visual equipment.
4. Cleans and services all audio-visual equipment and repairs damaged books as needed.
5. Distributes audio-visual equipment and other teaching aids to professional personnel.
6. Assists with the daily clerical tasks necessary to maintain library records.
7. Assists with Region 20 orders and distribution of Region 20 materials.
8. Maintains an attractive appearance of the library.
9. Assists with the shelving of books.
10. Assists in the yearly inventory of library materials and equipment.
11. May read to small groups of students and listen to individual students read aloud.
12. Helps prepare bulletin boards and displays.
13. The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills required.

WORKING CONDITIONS:

MENTAL DEMANDS: Ability to concentrate, communicate (verbally and written), interpret procedures, reason, understand verbal instructions, differentiate, read, instruct, and maintain emotional control under stress.

PHYSICAL DEMANDS: Ability to lift and/or carry moderate weight (15-44 pounds) on a daily basis, stand, walk, climb stairs/ladders, balance, stoop, kneel, crouch, crawl, pull, push, reach, hear, speak, perform repetitive hand motions, maintain visual acuity, and distinguish colors.

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Basic office equipment
Personal computer

Paraprofessional Pay Grade: 3

Days: 185

Wage/Hour Status: Nonexempt

Updated: September 24, 2008

The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.