



JOB DESCRIPTION **Library Aide – Middle School**

JOB DESCRIPTION:

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.

EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:

- High School Diploma **OR** GED
- An Associate's Degree or higher from an accredited college OR Two years (48 hours) of accredited college/university (NOT a technical school) study OR Demonstrate through a formal assessment the ability to assist in instruction AND knowledge of Reading, Writing, and Mathematics. (Applicants can contact JISD Human Resources Department at 945-5618 to inquire about taking the TABE Level A test for NCLB compliance). If you are an applicant or current employee, you **MUST** meet the above requirements **BEFORE** you can be considered for an instructional aide position on a Title campus. Proof of compliance must be on file with your application.

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. Provides an atmosphere conducive to learning.
2. Assists the librarian in the various aspects of book circulation activities, including the issue, receipt, and re-shelving of books, materials, and equipment.
3. Assumes responsibility for typing book information, lists, orders, report records, and sends information to central processing.
4. Aids in coordinating the scheduling of classes and activities conducted in the library.
5. Develops and maintains vertical and general files.
6. Files back issues of magazines, prepares them for binding, mends and repairs books and materials as necessary.
7. Assists in issuing textbooks to new students and keeps records on textbooks up for adoption. Inventories student textbooks. Catalogs and checks out teacher's editions of textbooks.
8. Schedules all audio visual equipment, checks equipment in and out, cleans and performs preventive maintenance, maintains card file and inventory, and orders lamps for equipment.
9. Assists in cataloging audio visual equipment and software for computer electronic catalog.
10. 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 communicate (verbally and written), reason, understand verbal instructions, differentiate, read, and maintain emotional control.

PHYSICAL DEMANDS: Ability to lift and/or carry heavy weight (45 pounds or more), sit, stand, walk, stoop, kneel, crouch, crawl, pull, push, reach, and perform repetitive hand motions.

SUPERVISORY RESPONSIBILITIES

None

EQUIPMENT USED

Basic office equipment

Personal computer

Paraprofessional Pay Grade: 3

Salary Range: \$9.39 min./ \$11.74 mid./ \$14.09 max.

Days: 185

Wage/Hour Status: Nonexempt

Updated: July 28, 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.