

STARK COUNTY CUSD #100
Job Description

Job Title: **LIBRARY AIDE**

Reports To: **Building Principal**

Evaluated By: **Building Principal**

WORK YEAR: 175 DAYS

WORK DAY: 7 - 8 HOURS

JOB GOAL: To organize, maintain and supervise the library/media center as a learning laboratory and a resource center for print and non-print materials, serving students and staff with a program that supports the school curriculum and technology programs.

ESSENTIAL REQUIREMENTS: To perform this job successfully an individual must be able to execute each requirement satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability needed for the position.

1. Ability to assist in establishing and maintaining an effective learning climate in the school
2. Ability to interpret and implement Board policies and administrative regulations related to Library/Media services
3. Ability to assist teachers and administrators in the development, revisions and evaluations of the curriculum and instructional services as related to media services
4. Ability to assist in the development of school plans and organizational procedures for the health, safety, discipline and conduct of students as established in district procedures
5. Ability to serve as liaison between the school and community, interpreting activities and policies of the school and encouraging parent and community involvement with the school
6. Ability to work harmoniously with others and to communicate effectively (both orally and in writing) with students, parents, teachers and community
7. Ability to maintain confidentiality when dealing with student, staff and/or parent information
8. Ability to communicate with individuals of varied cultural and educational backgrounds
9. Ability to keep and maintain accurate records and to meet deadlines
10. Perform physical requirements which may include:
 - A. Moderate to extensive degree of physical and emotional stamina
 - B. Frequent and prolonged standing, walking, sitting, stooping and occasional lifting up to 50 pounds
 - C. Ability to restrain students in emergency situations
 - D. Possible exposure to bodily fluids due to student injury or illness
11. Such alternative to the above requirements as the School Board or the Administration may deem appropriate and acceptable

ESSENTIAL DUTIES AND RESPONSIBILITIES include the duties and responsibilities as stated in the primary administrative assignment and as stated below. Other duties may be assigned.

1. Assist teachers in the instruction of students and staff in the necessary information skills and the effective use of the Library/Media Center, materials and related equipment
2. Provide assistance to the building staff in the selection and use of instructional materials

- and equipment
3. Maintain proper record keeping systems for library materials and equipment including circulation, distribution, retrieval, collection evaluation and inventory
 4. Preview, select, order and process new acquisitions to the media collection according to district policy
 5. Serve as a resource for the acquisition of software for the library/media center and for the instructional program
 6. Manage the computer software for the library/media center
 7. Assist in the troubleshooting of equipment and maintenance and minor repair and other electronic services as related to media and the library
 8. Maintain appropriate standards of behavior and confidentiality in the media center as expected by teachers and administration
 9. Uphold and enforce school rules, administrative regulations and school board policy
 10. Participate in the budget implementation and administer the adopted library/media center budget as approved by building principal
 11. Participate in the implementation of a K-12 library, media and technology curriculum as directed by administration
 12. Strive to maintain and improve professional competence through an ongoing program of reading, workshops, seminars, conferences and/or advanced course work
 13. Attend staff meetings, department meetings and serve on committees as required
 14. Assist with the supervision of students in and out of the library as required by the building principal
 15. Perform such other tasks as may seem to be appropriate to the School Board or Administration.
 16. Maintains satisfactory attendance, as defined in District policy and regulations
 17. Serve as mandated reporter to Department of Children and Family Services

CERTIFICATES, LICENSES, REGISTRATIONS

1. Valid Illinois paraprofessional certification
2. Criminal Justice Fingerprint Clearance
4. Bloodborne Pathogens Training/Hepatitis B Shots Series Training if required

PHYSICAL DEMANDS: Must maintain the ability to perform the essential functions of this job.

TERMS OF EMPLOYMENT: Days and hours to be arranged, with salary according to current schedule.

