**LIBRARY AIDE**

DEFINITION

Provides assistance to students and teachers in a School Library Media Center and performs clerical and computer duties to support library functions.

TYPICAL DUTIES

* Assists in the overall school library functions by maintaining catalogs, lists, and records in the computerized library system: processing, circulating, and shelving books and various learning materials; stamping, labeling, mending, and cleaning library books and other learning resources; and performing regular inventories.
* Provides guidance and assistance to students in the selection of books and in using other library resources.
* Provides assistance to teachers in the instruction of information retrieving skills from the district’s computerized library system.
* Presents educational information to students under the supervision of the librarian or a qualified classroom teacher.
* Provides assistance to students in accessing information literacy and research materials aligned with units of study.
* Assists in the supervision of students visiting the Library Media Center and may supervise and review the work of student helpers or service students.
* Assists in the selection and ordering of library materials.
* Helps maintain an orderly and functional room environment conducive to learning.
* May assist in coordinating events such as book fairs and planning activities that encourage and motivate students to read.
* Performs related duties as assigned.

SUPERVISION

General supervision is received from classified supervisors or certificated administrators. Work direction may be received from a School Librarian. Supervision may be exercised over volunteers, student helpers, or service students.

CLASS QUALIFICATIONS

       Knowledge of: filing and record-keeping procedures; library organization; district book ordering procedures.

       Ability to: learn to use a computer keyboard; file and order resources in alphabetical and numerical order; keep accurate records; communicate effectively with students, parents, faculty, and administrators; develop positive, cooperative relationships with others.

ENTRANCE QUALIFICATIONS

       Education: Possession of a high school diploma or General Education Development (GED).

       Experience: Six months of clerical or library experience, including the Windows computer operating system is preferable.

SPECIAL NOTE

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill and/or abilities. Management retains the discretion to add or change typical duties of the position at any time.

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