



Library Aide

Employee Job Description

JOB TITLE: Library Aide

DAYS WORKED: 192

REPORTS TO: Librarian and Principal

DEPT./SCHOOL: Campus Library

DATE REVISED: March 2023

PRIMARY PURPOSE:

To provide assistance in all areas of library operations in order to facilitate the highest possible functioning of the library including a use of library technology and interaction with students and staff.

QUALIFICATIONS:

Education/Certificates:

- High School Diploma

Special Knowledge/Skills:

- Basic computer and keyboarding skills
- Knowledge of Google Apps is preferred
- Effective organizational, communication, and interpersonal skills
- Ability to multitask
- Ability to follow complex directions
- Ability to learn new technologies/ software platforms quickly
- Ability to interact with students and teachers effectively
- Ability to complete work without direct supervision

Experience:

- Familiarity with library functions preferred
- Experience providing basic technology assistance to end users preferred

MAJOR RESPONSIBILITIES AND DUTIES:

- Manage circulation of library materials

- Manage circulation of student and teacher devices under leadership of Librarian & AP
- Assist with collection maintenance, including shelving library materials and storage of student devices
- Identify problems, troubleshoot and resolve routine problems with student and teacher devices
- Manage device work order process to efficiently maintain working student and teacher devices
- Assist with training and supervising student library workers
- Manage interlibrary loans to other MISD libraries
- Run library management system reports
- Track library statistics
- Assist with library and technology inventory
- Assist with library programs and special events
- Assist students/staff in use of the library materials and technology devices
- Maintain a welcoming, friendly, and helpful atmosphere
- Perform other duties as assigned

SUPERVISORY RESPONSIBILITIES:

- Assist librarian in supervising student workers, as needed

WORKING CONDITIONS:

Mental Demands:

- Reading documents written in standard English text
- Writing grammatically correct routine business correspondence
- Speaking clearly and distinctly with persons of various social, cultural, economic, and educational backgrounds to explain library and technology policies and procedures
- Performing basic mathematical operations to compile library statistics
- Perform work tasks under the stress of frequent interruptions and/or distractions

Physical Demands/Environmental Factors:

- Pushing/pulling book or technology carts on wheels up to 90 lbs.
- Reaching with hands and arms frequently repeating the same hand, arm, or finger motion
- Some bending, stooping and/or crouching