

**TERREBONNE PARISH SCHOOL BOARD JOB DESCRIPTION**  
***LIBRARY AIDE***

**Class Code: 520055**  
**Category: Non-Instructional**  
**Reports To: See Appendix, "Table of Organization"**

**Date Revised: 1/2000**  
**Hours Per Day: 6.5**  
**Months Employed: 9**

**BASIC FUNCTION AND RESPONSIBILITY**

To perform routine clerical work necessary in maintaining a working, educational library and to encourage a working relationship with teachers and students

**QUALIFICATIONS**

- Must pass the Educational Testing Service Para-Pro Assessment with a score of 450 or above. A copy of scores must be provided, or
- Must have at least 48 semester credit hours from a state-approved institution of higher education. A total of 15 hours of general education course requirements include English Composition (3), English/Reading (6), and Mathematics (6). An official transcript must be provided.
- Copy of High School Diploma/G.E.D. Must Be Attached
- Keyboarding skills at no less than 45-50 words per minute
- Basic clerical skills and an understanding of the basic routine of the library
- Experience in the use of office machines and/or willing to learn
- Skill in operating a personal computer

**CHARACTERISTIC DUTIES**

- Types book cards and pockets, catalog and shelf list cards, bibliographies and other lists and letters; duplicates stencil forms and library book orders
- Files shelf list cards, catalog cards, order files and circulation records
- Works closely with the librarian in all phases of processing, receiving orders, checking invoices, placing order cards in materials, and mending books
- Distributes periodicals to assigned places
- Prepares materials for mailing
- Assists with record keeping of all areas
- Supervises library student workers with work assignments
- Aids in book selection and references
- Gives directional information and locates simple biographical information
- Performs housekeeping work relative to shelving, organizing and cleaning shelves, cleaning tables, and keeps the reading room in order and inventoried
- Operates audio visual aids and machines
- Adheres to the local policies governing education as defined by the Terrebonne Parish School Board Policies and Procedures Handbook
- Maintains confidentiality of school business
- Works cooperatively with staff, administrators, co-workers and the community
- Dresses appropriately for the job
- Performs any other duties as assigned by the immediate supervisor

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Non-Instructional/Support Personnel