



Position Description

School District of Monroe

- JOB TITLE:** Library Aide
- CLASSIFICATION:** Hourly Support Staff
- JOB OBJECTIVE:** Provide general and clerical assistance to the Building Library Media Center Director (LMC Director), enabling the LMC Director to consistently focus on student/staff support activities
- REPORTS TO:** Building Library Media Center Director
- QUALIFICATIONS:** High school diploma, organizational, computer/technical and social media skills, positive attitude, and interest in working with children and staff. Intermediate computer and social media skills. Ability to lift up to fifty pounds in a general work setting
- PRIMARY DUTIES:**
- Serve as Library Media Center (LMC) advocate, modeling a willingness to service varying needs of staff and students
 - Assist LMC Director as requested, primarily in the LMC, and also to include assignments in classrooms and the surrounding community
 - Guide students of all grades/competencies in developing independent media skills and reference understanding
 - Complete and maintain engaging LMC shelving, displays, learning centers and interest stations
 - Assist and ensure student competence in various technologies, trouble shooting issues with individual students
 - Maintain operational status of the LMC regular checkout system
 - Develop/maintain competency and independence with LMC operating computer system. Train teachers/students as necessary
 - Process new materials

- Consistently ensure student and staff legal, ethical and educationally-sound practices with regards to utilization of images, media and text resources
- Support the LMC collections process
- Complete periodic order processing and other clerical work
- Correct cataloging and shelving errors and remove obsolete materials, as directed
- Proctor student assessments as requested
- Facilitate and process teacher and student inter-library loan requests
- Serve as a positive adult role model during interactions with students
- Establish and utilize productive relationships with parents/guardians, students, staff, and community

ADDITIONAL DUTIES:

- Attend training/meetings for maintenance and improvement of needed skills
- Assist in maintaining student behavior at school events as requested
- Provide student supervision as requested

Essential duties are those duties and functions considered essential to the performance of the identified position. Additional duties are those duties considered secondary to the position's overall purpose. This position description is illustrative and does not necessarily specify all tasks and duties of this position. The Administration of the School District of Monroe reserves the right to change this position description at its sole discretion at any time.

REVISED: May 2020