

**GLEN ELLYN SCHOOL DISTRICT 41
GLEN ELLYN, ILLINOIS**

JOB DESCRIPTION

TITLE:

Library Aide

CLASSIFICATION:

Administrator:

GEEA

ESP:

 X AFSCME

 EXEMPT

DEPARTMENT:

Teaching, Learning, Accountability

REPORTS TO:

- Library Media Specialist
- Building Principal

GENERAL RESPONSIBILITIES

The Library Aide works under the direct supervision of the Library Media Specialist and Building Principal to assist students and staff in using the resources of the learning center.

ESSENTIAL JOB FUNCTIONS

- Responsible for assisting in the processing, circulation, cataloguing and maintenance of materials and equipment to assure smooth operation of the library.
- Assists staff with obtaining instructional resources for students.
- Performs circulation tasks including check-ins and outs, overdue book lists, reserve and new books, delivery of library materials and equipment, processing of library learning center materials, and assists in inventory.
- Assists with any correspondence including word processing documents, typing purchase orders and letters, telephones, materials on loan, stocking supplies, and catalogs.
- Assists in organizing the vertical file, library office files, shelf reading and duplicating materials.
- Assists in maintaining library equipment including repairs and cleaning; maintains A/V equipment; troubleshoots any problems with equipment in the classroom; assure accurate inventory of all equipment.
- Assists in managing data entry and operation of online circulation and catalog system.
- Assists teachers and students with research using computers, textbooks and periodicals.
- Trains and directs library learning center volunteers.
- Responsible for coordinating volunteers in all shelving of materials including all books.
- As required maintains bulletin boards and displays.
- Interfaces with all levels of the school.

KNOWLEDGE AND SKILLS

- Experience in using audio-visual equipment preferred.
- Must have the ability to work effectively with students, staff, and members of the public in a tactful and courteous manner.
- Must have oral and written communication skills and basic computer skills.
- Requires strong interpersonal and organizational skills.

EDUCATION AND CREDENTIALING

- High school diploma or equivalent required.
- Must hold a valid Illinois State Aide Certificate.

EVALUATION

Building Principal or Assistant Principal will evaluate annually in conjunction with the Library Media Specialist.

DIRECT REPORTS TO THIS POSITION

- Not applicable.

WORK YEAR

- 10 month.

PHYSICAL ABILITY JOB REQUIREMENTS	Not Important	Desirable	Essential	Critical
Walking or standing				X
Seeing				X
Hearing				X
Lifting/carrying objects weighing 5-20 lbs.				X
Lifting/carrying objects weighing over 20 lbs.				X
Pushing/pulling carts, dollies, etc.			X	
Climbing ladders, scaffolding, etc.	X			
Regularly working at assigned site(s).			X	
Driving a car, van or truck on public roads or highways.		X		
Proofreading and checking documents for accuracy.				X
Using a keyboard to enter, retrieve or transform data.				X
Dealing with employees, suppliers and/or customers in high-stress situations.			X	
Conducting performance reviews with employees who report to you.	X			
Disciplining and when necessary, discharging employees.	X			
Working in an area that is somewhat uncomfortable due to noise, drafts, etc.		X		
Working in confined area for 2+ hours at a time.			X	
Working in an area that is very unpleasant due to temperature, odor, noise, etc.	X			
Operating heavy equipment and/or performing other very hazardous duties.	X			
Looking at computer screen/reading data on PC.				X

By signing this, I affirm that I have read and understand the contents of this document.

Employee Signature