

Wyoming City School District Job Description

Job Title: Library Aide

Reports To: Building Administration

FLSA Status: Non-Exempt

Category: Classified

Board Adopted: August, 2006

Board Approved Revision: March 28, 2022

GENERAL DESCRIPTION

Delivers services directly to students based on direction provided by teachers, administrators, and other personnel. In addition, they maintain a positive environment which supports optimum use of library resources by teachers and students and play a proactive role in supporting the schools' instructional program.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Media/Library

- Under the support of the Media Specialist and/or Principal, maintains library collection by:
 - Selecting appropriate curriculum-based materials, learning activities, and student interests.
 - Obtains materials to support current library curriculum standards
 - Reviews recommendations of books and evaluates the need for the books based on student interest and current events
 - Oversees lending of books and videos.
 - Evaluates and maintains order and condition of books and performs inventory on a yearly basis.
 - Evaluates, selects, and procures digital and print resources
 - Maintains library database so data remains accurate and up-to-date.
 - Informs teachers of new book arrivals, makes recommendations.
- Reads to students and assists with books checkout.
 - Chooses read-aloud materials that are age appropriate, varied in subject and content and include multicultural stories
 - Promotes discussion during and after reading
- Promotes literacy and a love of reading through various approaches.
- Under the direction of the Media Specialist and/or Principal, facilitates the review implementation of the library curriculum.
- Collaborates with teachers to discuss library skills, research projects, and the library's role in research.
- Charges and collects fines for overdue and lost, damaged books.
- Collaborate with teachers, technology staff, and administration to improve the overall experience within the library and support individual needs.

Technology

- Provides Tier I technology support and troubleshooting, meaning basic software, hardware, and connectivity problems common in digital learning environments
- Manages, orders and repairs technology and equipment such as digital cameras, video equipment, print cartridges.
- Incorporates technology (e.g. eBooks & computers) into research skills.

Miscellaneous

- Recommends budget appropriations, researches best prices and places orders for books and supplies as well as maintains accurate records
- Attends conferences on school-related subject, subject to Administration approval.
- Fulfills of other building duties when needed and demonstrates flexibility and willingness to alter assigned duties as required.
- Establishes positive relationships with staff, community and administration.
- Demonstrates ethical and professional behavior in the exercise of duties while maintaining confidentiality.
- Monitors and supervises students to promote a safe and healthy learning environment.
- Communicates effectively with other staff members to enhance the building's vision.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

EDUCATION and/or EXPERIENCE

High School Diploma/GED and/or experience in corresponding area.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid certificate/license as issued by the Ohio Department of Education (i.e. educational aide permit) or ODH; certificates, licenses and/or registrations as applicable to position duties and responsibilities and/or as required by the Board of Education.

LANGUAGE SKILLS

Ability to communicate effectively with students, parents, colleagues and administration. Ability to read, analyze and interpret testing and survey results, financial reports, and legal documents. Ability to respond to common inquiries or complaints from students, parents, agencies, teachers or members of the school community. Ability to write speeches and articles for publication that conforms to prescribed style and format. Ability to effectively present information to administration, staff, public groups, and/or Board of Education.

OTHER SKILLS AND ABILITIES

Ability to apply knowledge of current research and theory to instructional program. Ability to plan and implement lessons based on school objectives and the needs and abilities of students to whom assigned. Ability to establish and maintain effective working relationships with students, peers, parents and community. Ability to speak clearly and concisely in written or oral communication. Ability to use computers for classroom instruction and record keeping. Ability to perform duties with awareness of district requirements and Board of Education policies.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, use hands to finger, reach with hands and arms, handle or feel, talk and hear. The employee frequently is required to stoop, kneel, crouch or crawl. The employee is occasionally required to sit and climb or balance. There is a potential for exposure to blood-borne pathogens and communicable diseases. There is a potential for exposure to student illness, injuries, infections and bodily fluids. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move more than 50 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.