



Flour Bluff Independent School District Job Description

JOB TITLE: Library Aide

WAGE/HOUR STATUS: Nonexempt

NUMBER OF DAYS: 195

REPORTS TO: Principal

DATE REVISED: 12/05

PRIMARY PURPOSE:

- The role of the Library Aide is to interact effectively with the assigned librarian and administration within the framework of the philosophy and goals established by Board Policy and in accordance with statutes, standards of regulatory agencies, and administrative guidelines to create an educational environment which is conducive to learning and which provides opportunities, strengthens areas of weaknesses, and extends positive values.

QUALIFICATIONS:

- High School Diploma or G.E.D.
- Certification as per Texas Education Agency

MAJOR RESPONSIBILITIES AND DUTIES:

1. Assists the librarian in the execution of goals and objectives for the library program based on identified needs and school district priorities.
2. Assists in organizing and implementing the library program according to standard processing techniques and cataloging procedures.
3. Assists students in the use of the library; guides students in the utilization of reference materials, location of materials, and assists in proper operation of audio-visual equipment.

4. Assists in preparing and maintaining accurate records and reports of circulation, annual inventory, student usage, and payment of fines, as required by administrative regulation, district policy, and the Texas Education Agency.
5. Displays cooperativeness and success in working and interacting with students, parents, patrons, peers and administrators.
6. Assists the librarian in maintaining an orderly working environment for learning.
7. Demonstrates knowledge of district and administrative policies applicable to the position.
8. Accepts and performs additional school related assignments in a positive and efficient manner.
9. Exhibits punctuality and dependability in performing his or her job.
10. Dresses and grooms appropriately.
11. Adheres to proper channels when communicating ideas, problems, etc.
12. Adheres to Professional Ethical Standards in relationship to students, teachers, peers and administrators.
13. Participates in staff development and professional growth activities.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used:

Standard office equipment including personal computer and peripherals

Posture:

Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion:

Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

Lifting:

Occasional light lifting and carrying (less than 15 pounds)

Environment:

May work prolonged or irregular hours

Mental Demands:

Work with frequent interruptions; maintain emotional control under stress

The above statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list.