JOB DESCRIPTION

Job Title: Library Media Center Aide
Salary Block: 303

Reports To: Campus Librarian
Terms of Employment: 183 Days

Exemption Status: Non-Exempt

Primary Purpose:
The primary purpose of this position is to support the library media specialist at each campus to support students and student performance.

Qualifications:

Education/Certification/Requirements:
- High school diploma or equivalent
- Must be willing to use computers and other technologies
- Associates Degree or 48 college credit hours
- Must qualify for required paraprofessional certificate

Special Knowledge/Skills:
- Demonstrate ability to effectively communicate with district employees, parents, and students

Major Responsibilities and Duties:
1. Types and processes orders, reports, bibliographies, forms, library schedules, and cataloging forms.
2. Operates fax, copiers, and other office machines.
3. Receives and processes material and equipment purchased for the library and attaches these items to the catalog computer.
4. Assists students and teachers in the scheduling and use of audio visual equipment, computers, and integrated communication systems.
5. Assists students and teachers in the use of the computerized catalog e-mail, and the Internet.
6. Assists students and teachers in learning to use software systems and search skills.
7. Assists teachers and students in the location, circulation, and use of library media center resources.
8. Assists teachers and students in acquiring interlibrary loans.
9. Assists any member of the community as needed with library services and material.
10. Carries out the library program under the librarian’s instruction when the librarian is off duty.
11. Helps with instructional skills under the supervision of the library and/or classroom teacher.
12. Maintains book shelves, periodical section, vertical files, and other areas of the library media center as assigned.
13. Assists the librarian in maintaining proper student discipline.
15. Monitors attendance in the library, registers patrons, and operates the circulation system.
16. Assists with the distribution of overdue notices and fines.
17. Makes simple repairs to damaged books and other material.
18. Assists in maintaining the general neatness and attractiveness of the library and its displays.
19. Assists in bi-annual inventory of library materials.
20. Upholds and adheres to safety rules and policies of the SISD safety program.

ADOPTED: 3-5-85

AMENDED: 11-6-90, 3-2-93, 1-16-97, 5-9-01, 8-16-02, 6-13-03, 11-19-04, 2-20-06, 7-25-06, 1-29-13, 8-27-13, 10-5-16, 10-23-17
Supports the goals and objectives of the school district and follows all district policies.

Performs any other duties as assigned by the appropriate supervisor.

Demonstrates the ability to attend work on a regular and routine basis to avoid disruption to district operations.

Provides optimal customer service to all students, employees, parents, community members and any other stakeholders of the district.

Mental Demands/Physical Demands/Environmental Factors:

Mental Demands: Reading; ability to communicate effectively (verbal and written); maintain emotional control under stress.

Physical Demands/Environmental Factors: Moderate standing, stooping, bending, and lifting

This job description describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Evaluation: Performance of this job will be evaluated in accordance with the provisions of Board policy.

_________________________ _______________________
Employee Name (please print) 

_________________________ _______________________
Signature Date

Socorro Independent School District does not discriminate on the basis of race, color, religion, gender, sex, national origin, age, disability, military status, genetic information, or any other basis prohibited by law in its employment practices or in providing education services, activities, and programs, including career and technical education (vocational programs). For additional information regarding Socorro Independent School District’s policy of nondiscrimination contact: (915) 937-0201, 12440 Rojas Dr., El Paso, TX 79928.

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