



SOCORRO INDEPENDENT SCHOOL DISTRICT

Department of Human Resources

JOB DESCRIPTION

Job Title: Library Media Center Aide

Salary Block: 313

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
- 48 college credit hours from an accredited college or university approved by TEA or Socorro ISD CTE Education and Training Educational Aide I certificate
- 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 audiovisual 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. Collaborates with the Library Media Specialist, At-Risk Coordinator, and teachers in ensuring that at-risk students receive targeted instruction to improve student performance.
12. Documents and submits online State Compensatory Education weekly logs.
13. Works with individual at-risk students or small groups of at-risk students to reinforce learning of material on skills initially introduced by the teacher.
14. Guides independent study, enrichment work, and remedial work for at-risk students.
15. Helps with instructional skills under the supervision of the library and/or classroom teacher.
16. Maintains bookshelves, periodical section, vertical files, and other areas of the library media center as assigned.

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, 5-19-2020, 9-1-2020,
10-11-2022

Library Media Center Aide

17. Assists the librarian in maintaining proper student discipline.
18. Assists in maintaining current inventory of supplies.
19. Monitors attendance in the library, registers patrons, and operates the circulation system.
20. Assists with the distribution of overdue notices and fines.
21. Makes simple repairs to damaged books and other material.
22. Assists in maintaining the general neatness and attractiveness of the library and its displays.
23. Assists in bi-annual inventory of library materials.
24. Upholds and adheres to safety rules and policies of the SISD safety program.
25. Supports the goals and objectives of the school district and follows all district policies.
26. Performs any other duties as assigned by the appropriate supervisor.
27. Demonstrates the ability to attend work on a regular and routine basis to avoid disruption to district operations.
28. 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