

**WELLSBORO AREA SCHOOL DISTRICT
LIBRARY AIDE**

Title: Library Aide

Approval: December 1, 1998; Revised: March 10, 2020

Qualifications:

1. High School Diploma
2. Ability to operate computer and other equipment
3. Previous experience working with students
4. Two years post-secondary education required

Reports to: District Librarian and Principals

Job Goal: To assist the librarian and teachers in the performance of non-instructional tasks related to the functions of the library.

Performance Responsibilities:

1. Helps to catalog library books, materials, online technology, etc., for use in the library.
2. Maintains an accurate inventory of library media and equipment in the library.
3. Helps to insure there exists an atmosphere that promotes reading and library usage and media.
4. Assists students and faculty with technology and research projects.
5. Maintains accurate records including patrons and patron circulation.
6. Creates and maintains bulletin displays.
7. Performs circulation tasks, checking in/out of library material, shelving, etc.
8. Performs such other tasks and assumes such other responsibilities as from time to time may be assigned by the District Librarian.

Terms of Employment:

1. Works the student calendar of school year (180 days)
2. Compensation as per contract.

Physical Demands:

Ability to reach above and below the waist
Ability to use both hands for repetitive motion
Considerable bending and twisting of the body required
Some stooping and squatting required
Ability to lift and/or carry supplies and/or papers weighing
no more than 20 lbs
Ability to stand for long periods of time of the workday

Sensory Abilities:

Visual acuity
Auditory acuity

Work Environment:

Typical classroom environment
Subject to inside environmental conditions

Temperament:

Must possess excellent interpersonal skills
Must be cooperative, congenial, and service-oriented
Must be able to work in an environment with frequent interruptions

Cognitive Ability:

Ability to read and write
Ability to communicate effectively
Ability to handle confidential information
Ability to organize tasks
Ability to handle multiple tasks
Ability to exercise good judgment
Ability to demonstrate classroom management skills

Specific Skills:

Ability to operate office equipment

Evaluation:

Performance of this job will be valued annually by the principal with input from the District Librarian. Evaluation shall be completed in accordance with the supervision/evaluation plan for support personnel.

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)