

Wachusett Regional School District

AIDE

JOB DESCRIPTION

TITLE:

Library Aide

QUALIFICATIONS:

1. High School Diploma or equivalent.
2. Prior library experience and experience working with school age children desired.

REPORTS TO:

The Building Principal or designee.

SALARY:

Truck Drivers Local 170, Level II
(Truck Drivers Local 170, Level III for High School Aides only)

PERFORMANCE EVALUATION:

The Library Aide shall be evaluated annually using the Wachusett Regional School District Annual Support Staff Review Form, Form #: 001-eval.

REPRESENTATION STATUS:

Truck Drivers Local #170

JOB RESPONSIBILITIES:

The Library Aide is to perform simple clerical tasks proficiently, be able to communicate effectively with students and staff, and be able to maintain discipline in all school settings. He/she shall be punctual in all assignments, observe all District policies appropriate to this position, and accept the responsibility of assigned tasks.

In carrying out these responsibilities, the Library Aide shall:

1. Assist in setting up and operate computerized circulation and

catalog systems, checking materials in and out, creating back-ups when required, creating bar codes for new materials, and running upgrades when necessary;

2. Assist in evaluation, selection, and requisition of new library materials, which includes processing new materials when received, to be ready to shelve;
3. Maintain files of catalog cards, vertical file material, publishers catalogs, etc.;
4. Write notices to homeroom teachers concerning overdue books, and collect fines for such books;
5. Prepare current magazines for shelving and maintain the back-number stacks;
6. Conduct an annual inventory of library materials and the lists of missing books and books to be discarded;
7. Shelve incoming books, make simple repairs on damaged books;
8. Maintain current inventory of supplies and suggests items for acquisition as needed;
9. Oversee the general neatness and attractiveness of the library and its displays;
10. Help students locate reference materials and other instructional materials as well as aiding students in the use of these materials;
11. Maintain and circulate Teacher Resource materials;
12. Type and process orders, reports, bibliographies, forms, library schedules, letters to publishers, catalog cards, etc.; and,
13. Perform such duties as the Principal or designee may assign.

Updated 4/97

Approved by:

Alfred D. Tutela, Superintendent of Schools

Date: 04/97