

The Board of Education authorizes the Superintendent to maintain job descriptions which shall be brief, factual, and, wherever possible, generically descriptive of similar jobs.

The job description for the Superintendent shall be defined as a policy of the Board.

All other job descriptions shall be defined as administrative guidelines of the Superintendent.

Job Title: Librarian/Media Aide

Classification: Paraprofessional

Reports to: Principal

Evaluated by: Principal

Job Summary:

The librarian/media aide will provide for the orderly operation of the media center, making it useful to students and staff.

Essential duties and responsibilities are listed below. Other duties may be assigned.

Service

- Assists students and staff in the location and appropriate use of media center materials
- Works with staff and students with new materials
- Prepares reserve materials and bibliographies as requested
- Plans special activities in conjunction with holidays and other occasions

Collection

- Provides access to the collection to students and staff by maintaining an efficient circulation system for print and non-print materials
- Makes recommendations to the Principal and Superintendent for purchases of new materials based on student and staff expressed or observed needs
- Conducts an annual inventory of all materials
- Recommends to the Superintendent the disposal of obsolete and/or unusable books or equipments

Clerical

- Maintains the card catalog
- Types cards, pockets, bibliographies, supply orders and other forms pertaining to the media center
- Keeps account of overdue materials
- Records circulation statistics
- Types and processes orders
- Prepares new book and non-book materials for use

Staff and student relations

- Attends staff meetings and workshops when requested
- Works closely with the Principal and staff to provide appropriate services
- Recruits, orientates, and supervises volunteers
- Assists students in locating materials
- Assists in training students in the proper use of materials and equipment

Facility maintenance

- Provides for student safety in the arrangement and operation of the media center
- Prepares attractive bulletin boards and displays to present a welcoming appearance
- Stores all materials in a neat and organized manner

Knowledge and skills required:

1. High school diploma or equivalent and meets other educational requirements established by the Board of Education
2. Ability to type and handle routine correspondence, and has knowledge of general office practices and equipment
3. Knowledge in use and operation of audio visual equipment, computers, and other related technologies
4. Demonstrates knowledge and use of proper grammar, punctuation, and spelling
5. Ability to work congenially with others
6. Ability and desire to communicate with, supervise, and enjoy school age students
7. Demonstrates good public relations and communication skills necessary to deal effectively with a diverse group of people
8. Prior experience working in a library is desired
9. Dependable and of good moral character
10. The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District

The information contained in this job description is for compliance with American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual(s) currently holding this and additional duties may be assigned.

In signing this job description, you are acknowledging that you have completely read through this document and will comply with the responsibilities and expectations given above for Buckley Community Schools.

Signature of Employee

Date

Printed Name

**BOARD OF EDUCATION
BUCKLEY COMMUNITY SCHOOLS**

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