

## **Paris Cooperative High School JOB DESCRIPTION**

**Position Title:** Library Aide

**Department:** Educational Support Personnel

**Reports to:** Building Principal

**FLSA Class:** Non-Exempt

**Revised Date:** 09/01/2023

### **SUMMARY**

This position is responsible for developing, maintaining, and coordinating the use of library and media materials. This position also oversees students assigned to study hall.

### **DUTIES**

1. Supervises students assigned to library study hall and maintains order at all times.
2. Checks out books and re-shelves them upon return.
3. Processes new books and materials for student check out.
4. Assists teachers and students in using information resources contained in the library.
5. Maintains an attractive and inviting physical environment which allows for enriched learning experiences and intellectual growth.
6. Assists Administration in material selection that supports the school's education philosophy and curriculum.
7. Maintains accurate and current catalogs and records as required by law and District policy.
8. Helps students select resources to integrate and produce authentic learning experiences to the extent possible.
9. Promotes the library media program, services, and materials by maintaining a positive relationship with students, staff, and community.
10. Submits all reports accurately and promptly asking for assistance when needed.
11. Trains student assistants, as needed.
12. Checks out computers for individual student use.
13. Adheres to the published policies and procedures of the District.
14. Works cooperatively with other school personnel and members of the community in providing necessary library services.
15. Takes all necessary and reasonable precautions to protect students, equipment, materials and facilities.
16. Assists with arranging for the repair of library books and media equipment and keeps records.
17. Assist with organizing programs and setting up displays.
18. Punctual and consistent in reporting to work and to other specific duty assignments.
19. Exhibits professional attitudes towards other educators, parents, and community members.
20. Attend staff and committee meetings as deemed necessary.
21. Performs other duties as may be assigned by the Building Principal or Superintendent.

## **QUALIFICATIONS**

1. Must hold a valid IL paraprofessional license.
2. Associate's degree from a regionally accredited institution of higher education or completed 60 semester hours of college credit at a regionally accredited institution of higher education.
3. Knowledge of Microsoft Office programs including Word, Excel, Access, PowerPoint, etc.
4. Ability to lift and carry up to 50 lbs.
5. Ability to push/pull up to 10 lbs.
6. Enforce school regulations and policies in a professional manner.
7. Must have excellent oral and written communication skills to work with teachers, education support personnel, building administrators and the general public.
8. Ability to understand instructions, concepts, and underlying principles and the ability to reason and make judgements.
9. Ability to perform arithmetical operations quickly and accurately.
10. Ability to perform manual functions easily.
11. Ability to understand meanings of words and ideas associated with them, and to transfer understandings to individuals and groups as necessary.

## **SCHEDULING**

Hours for this position are defined by the supervisor, administration, and BOE.