

JOB DESCRIPTION – INSTRUCTIONAL AIDE**ELEMENTARY LIBRARY MEDIA AIDE**

- Qualifications:** Highly qualified as defined by No Child Left Behind (Associate degree, 2 years of college or the equivalent in an approved para-professional training program) Must be flexible and able to work independently, be knowledgeable with technology, and enjoy working with children and books.
- Basic Function:** Responsible for the day-to-day operation of the Elementary LMC under the direction of the District Library Media Specialist.
- Reports To:** District Library Media Specialist
- Job Goal:** Assist the District Library Media Specialist in operating and providing services at the library media center in the elementary school.
- Work Schedule:** Regular school year full-time position (7:30 AM to 4:00 PM)

Duties and Responsibilities:

1. Circulate print and non-print materials and equipment to staff and students using Follett Destiny Software.
2. Catalog and add MARC records to LMC database using Follett Destiny Software.
3. Perform equipment checks on all hardware returned from check-out (i.e. charge all Alpha Smarts daily, digital cameras, camcorders, laptops, etc.)
4. Oversee the check out of the Polycom unit and provide set-up in classrooms.
5. Compile overdue records using Follett Destiny Software.
6. Assist with inventory and asset reconciliation in LMC using Follett software and scanner.
7. Provide library time for students
 - a. Grades K-2—read to students for 15 minutes followed by check-out
 - b. Grades 3-5—check-out followed by silent reading
8. Assist students and staff with location and use of materials and equipment.
9. Gather instructional resources for various units of instruction when requested by teachers.
10. Provide open check-out time for students.
11. Supervise students in the LMC as needed.
12. Shelve and file books and other materials.

13. Gather materials and prepare displays and bulletin boards.
14. Process materials following procedures established by the library media specialist.
15. Manage library AR functions by checking if new books are on the AR list and if so labeling the books as AR.
16. Mend and repair items and maintain library media collection in good order.
17. Maintain inventory of supplies.
18. Maintain a friendly atmosphere for students and staff.
19. Assist with special projects.
20. Perform other duties as assigned by supervisor, building principal or IT Director.

Approved: June 17, 2002

Revised: February 16, 2009