

Job Title: LRC Associate

Wage/Hour Status: Non-Exempt

Reports To: Principal/Designee

Pay Grade: Clerical Paraprofessional - 4

Dept./School: Assigned Campus

Revised:

Primary Purpose:

The role of the LRC aide is to assist the librarian in the administration of the campus library. Provide services and resources that allow students to develop skills in locating, evaluating, synthesizing and using information to solve problems. Serve as instructor and promote the library media center's involvement in the instructional programs of the school.

PROFESSIONAL QUALIFICATIONS:

Education/Certification: High school diploma or equivalency

Special Knowledge/Skills: Proficient computing, keyboarding, file maintenance skills
Ability to file books following district cataloging system
Effective communication and interpersonal skills
Ability to work well with students and teachers
Teaching skills

Experience: 1 to 2 years working with children
1 year clerical experience

PERFORMANCE RESPONSIBILITIES:

- Support board and administrative policies and decisions.
- Maintain professional work environment through a positive attitude, punctuality, regular attendance, phone etiquette, and personal appearance.

General

- Provide group instruction and assistance in using library media center resources including computers and databases.
- Shelf incoming books, materials, and equipment.
- Ready materials for classroom or reserve collection use as requested by teachers.
- Request and schedule use of materials from Library Services or other source.
- Prepare bulletin boards and displays and assist the librarian in preparing instructional materials.
- May read effectively to groups of students.
- Operate the library media center automated circulation system.
- Collect and maintain records of student fines and prepare parent notification as needed.
- Receive and process books, materials, and equipment.
- Repair books, magazines, materials, and equipment or process for repair at outside facilities (e.g., bindery).
- Assist in the annual inventory and weeding of library media center materials.
- Maintain physical and computerized files.
- Assist librarian in keeping administrative records and preparing required reports.
- Supervise student behavior and maintain an orderly atmosphere.
- Supervise parent volunteers and student aides.



- Maintain confidentiality.
- Perform other duties as assigned by the principal/designee.
- Consult teachers on units of instruction and assist them on finding appropriate materials.
- Work with librarian to create and maintain a Library Media Center environment that is conducive to learning and appropriate to the maturity level and interests of the students.
- Communicate effectively with colleagues, students and parents.
- Maintain a positive and effective relationship with supervisors.
- Assist with special library programs/events.

WORKING CONDITIONS:

TOOLS & EQUIPMENT:	computer, printer, copier, AV equipment, repair tool kit, and small hand tools
MENTAL DEMANDS:	work with frequent interruptions maintain emotional control
PHYSICAL DEMANDS:	<u>lift</u> and carry up to 45 pounds ability to sit or stand for prolonged periods of time ability to walk, <u>climb</u> , balance, stoop, and kneel repetitive hand motions hear well speak clearly visual acuity distinguish colors
ENVIRONMENTAL FACTORS:	exposure to communicable diseases.

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The Abilene ISD does not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, disability, military status, or any other basis prohibited by law. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.

I understand I work for Abilene ISD and assigned to the _____ Department. The foregoing statements describe the general role and responsibilities assigned to this job. I understand this is not an exhaustive list of all responsibilities and duties that may be assigned; other duties may be assigned as needed.

EMPLOYEE SIGNATURE _____ Date: _____