

# Carroll Independent School District

## Job Description

JOB TITLE:	<b>Library Aide</b>	Pay Grade:	0P1
Supervisor:	Principal and/or designee	Employment Days:	183
Department:	Campus-Based Paraprofessional	Wage/Hour Status:	Non-exempt

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### MISSION:

CISD educates and inspires every Dragon through a tradition of excellence and innovation in academics, character, and service for life-long success.

### JOB SUMMARY:

This position will assist students and staff in the administration of the campus library.

### QUALIFICATIONS:

#### **Education/Certification:**

- High school diploma or GED
- Educational Aide Certification; may be obtained after hired
  - **Please note: If hired, candidates will be required to pay for their own fingerprinting and certification fees. The total cost for this is approximately \$70.**

#### **Special Knowledge/Skills:**

- Proficient keyboarding and file maintenance skills
- Effective organization, communication, and interpersonal skills
- Ability to understand and follow detailed written and verbal instructions
- Ability to shelve books following district cataloging system
- Previous experience in an educational environment is desired

#### **Experience**

- Two years of experience working with children
- Must be at least 21 years old

### MAJOR RESPONSIBILITIES:

#### **Library Program Support**

- Provide individual instruction and assistance to individual students or small groups in using library media center resources including computers and other equipment.
- Check books in and out. Collect and record fines.
- Ready materials for classroom or reserve collection use as requested by teachers.
- Prepare bulletin boards and displays and assist the librarian in preparing instructional materials.
- May read to small groups of students and listen to individual students read aloud.

#### **Accounting and Inventory**

- Maintain library catalog.
- Assist in the annual inventory and weeding of library media center materials.
- Receive and process new books, materials, and equipment and reconcile with packing slips and invoices. Shelve returned books, materials, and equipment.

- Perform routine maintenance and repair books, magazines, materials, and equipment. Arrange for repair at outside facilities (e.g., bindery) as directed.

#### **Clerical Support**

- Compile, maintain, and file all reports, records, and other documents as required.
- Prepare bibliographies, forms, purchase orders, requisitions, and routine correspondence according to standard procedures.

#### **Student Management**

- Supervise and monitor students as assigned and assist librarian and teachers to maintain appropriate student behavior and an orderly atmosphere.

#### **Other**

- Maintain library operation in absence of the librarian.
- Assist in directing the work of parent volunteers.
- Maintain confidentiality.
- Follow district safety protocols and emergency procedures.
- Keep abreast of innovative practices.
- Be adaptable and flexible in acceptance of changes in techniques and procedures.
- Support the goals and objectives of the district and follow district policies.
- Perform other duties as assigned.

#### **MENTAL DEMANDS/PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:**

**Tools/Equipment Used:** Standard office equipment including computer and peripherals; standard library equipment including imaging equipment; standard instructional equipment

**Posture:** Regular sitting, standing, kneeling, squatting, bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions; frequent keyboarding and use of mouse; regular overhead reaching; climbing ladders

**Lifting:** Frequent light lifting and carrying (under 15 pounds); occasional moderate lifting and carrying (15–44 pounds)

**Environment:** Work inside; work alone; exposure to biological and chemical hazards such as mold and dust; Districtwide travel

**Mental Demands:** Work with frequent interruption; maintain emotional control under stress

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THE REFERENCED STATEMENTS DESCRIBE THE GENERAL CHARACTERISTICS, QUALIFICATIONS AND PERFORMANCE RESPONSIBILITIES OF THIS POSITION, HOWEVER, ADDITIONAL REQUIREMENTS MAY BE STIPULATED DURING THE TERM OF ASSIGNMENT.

REVIEWED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Executive Director of Human Resources)

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Deputy Superintendent)

Date Created: 6/2023	Date(s) Revised:
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