



LIBRARY AIDE

Supervisor: Building Principal	FLSA Status: Non-Exempt
Department: Instruction	Terms of Employment: 163 Days; 7.75hours/day
Supervises: none	Position Type: Full-Time

Nature of Work

To provide instructional support for the school by housing, maintaining, and circulating in a convenient manner all library materials and library equipment needed for individual student use; to provide the associated orientation and experiences that are needed by students to become effective users of the library-media center.

Duties and Responsibilities

- Assist students and teachers in locating needed materials and information; suggest useful materials; prepare and distribute lists of new materials.
- Plan and present sessions with classes according to the library standards; divide the time into meaningful periods; discuss library materials and their organization; provide enrichment using multi-media materials; assist with reference/research; promote appropriate conduct of students using the library-media center.
- Manage schedules to provide for maximum utilization of the library-media center.
- Initiate orders for books and materials, maintain magazine records and conduct inventory after the close of each school year.
- Shelve and circulate materials; locate and deliver materials to users; operate a checkout system that is convenient to users.
- Weed materials according to CREW method and send materials for cataloguing or repair.
- Locate materials for students and staff.
- Maintain the overall appearance of the library-media center.
- Attend required professional development trainings.
- Exhibit professionalism by maintaining good attendance and adhering to establish work schedule.
- Comply with the Code of Ethics, administrative directives, board policy, state and federal statutes and rules and regulations.
- Communicate and display courteous and professional behavior toward students, the public, the Immediate Supervisor, School and District Administrators, staff and peers.
- Agree to fulfill performance responsibilities in location(s) assigned.
- Adhere to educational guidelines as defined by the New Mexico Public Education Department.
- Safeguard the confidentiality of information pursuant to the Family Educational Rights and Privacy Act (FERPA) and other applicable state and federal statutes.

- Complete mandatory annual Vector Training.
- Performs such other tasks as may be assigned.

Minimum Qualifications

1. High School Diploma/GED and pass the Para Pro Test or, 48 college credits (Three credits in reading, writing, math and six credits in teaching or education). Pathways: possess Associates degree or higher; **OR** 48 credit hours from an accredited college/university; **OR** pass the Para Pro Test.
2. Obtain a New Mexico Public Education Department (NMPED) Level 3 Educational Assistant License **within 90 days of hire.**
3. Knowledge/experience in assisting patrons and conducting library classes.
4. Knowledge of library related procedures.
5. Must be able to pass a criminal background check.

Licenses and Certifications

Valid NM Driver's License

NMPED Level 3 Educational Assistant License

Knowledge, Abilities, and Skills

Knowledge of: various machines and equipment including but not limited to computer, telephone, instructional technology.

Ability to: understand oral and written instructions; motor coordination required to coordinate eyes, hands and fingers when operating machines and equipment essential to the job; manual and finger dexterity required to operate machines and equipment precisely and rapidly.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. Performance of this job will be evaluated in accordance with the provisions of the Cobre Consolidated Schools Board of Education's policy on evaluation of professional personnel.

I accept this position offered and agree to the above job description.

Print Name: _____

Signature: _____ Date: _____

The Cobre Consolidated School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Position will remain open until filled.