

## **Library Aide Job Description**

LOCATION: High School  
REPORTS TO: Librarian/Associate Principal for Curriculum Instruction

### **POSITION SUMMARY:**

The Library Aide ensures smooth and efficient operation of the Library and sets daily priorities based on knowledge of the overall function of the library and performs work as required or assigned.

### **QUALIFICATION - EXPERIENCE - KNOWLEDGE:**

- Education and experience equivalent to high school graduation
- Previous relevant experience in an educational or library setting is an asset

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Plans, initiates and carries to completion, clerical, secretarial and administrative activities related to the operation of the school's library
- Maintains student library use records and accounts including overdue notices and the collection of fines
- Shelves books and other library materials
- Maintains library materials inventory
- Receives and processes new library materials
- Supervises and trains student library aides
- Supervises students in the library

### **SKILLS REQUIRED:**

- The requirements listed below are representative of the skills, abilities and demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions
- Ability to perform several tasks concurrently under varying deadlines
- Ability to exercise tact, good judgment, and initiative in dealing with students, faculty, and the public
- Skill in operating microcomputers, word processors and peripheral equipment
- Ability to communicate clearly and concisely, both orally and in writing including clear, polite telephone communication skills
- Demonstrate proficiency in the use of Microsoft Word and Excel
- Ability to work efficiently under minimum supervision

The individual(s) currently holding this position perform additional duties and additional duties may be assigned. There will be an annual performance evaluation for this position.

Grayslake High School District 127 is an Equal Opportunity Employer. It is the policy and practice of District 127 to decide all matters relating to employment solely on the basis of the applicant's ability to perform the essential functions of the position. District 127 ensures equal employment opportunities regardless of race, creed, sex, color, national origin, religion, age, or handicap. The District has a policy of active recruitment of qualified minority teachers and non-certificated employees. Any individual needing assistance in making application for this position should contact the office of the superintendent.

ADOPTED 4/08