



JOB DESCRIPTION

Job Title: Library Aide
Reports to: Principal
Pay Grade: Para_Prof Pay Grade 2
Dept./School: TBD

Status: nonexempt
Terms: 181 days
Salary Range: \$20,350-24,817
Date Revised: April 20, 2026

Primary Purpose:

Assist librarian with various library duties, to include but not limited to organizing the library, shelving books, maintaining student records, circulating and repair of library books, and promoting library resources. Work under supervision of a certified librarian.

Qualifications:

Education/Certification:

High School Diploma or GED

Valid Texas educational aide certificate (willing to obtain)

Must meet Highly qualified status by completing 48 college hours or successful completion of the PAC District test

Spanish fluency preferred

Special Knowledge/Skills:

Ability to work well with children

Ability to communicate effectively

Ability to organize and shelve books efficiently

Strong typing, computer, and technology skills

Experience:

Some experience working with children

Major Responsibilities and Duties:

1. Assist with shelving books and maintenance of periodicals.
2. Assist with processing new books.
3. Assist with care and repair of book collection.
4. Checking out books on the computerized library automation system.
5. Update AR information on the computer as needed.
6. Assist students with book selection.
7. Assist students taking AR tests, as needed.
8. Help maintain a neat and orderly library.
9. Help with inventory, care, and maintenance of all library resources.
10. Help librarian keep administrative records and prepare required reports.
11. Conduct instructional experiences assigned by the librarian; booktalks, storytelling, reading a book, etc.
12. Keep the teacher informed of special needs or problems of individual students.
13. Deliver regular notifications to patrons with overdue items.
14. Manage circulation of technology equipment to faculty
15. Assist students with the use of technology and using online library catalog
16. Assist students in accessing online databases and utilizing research skills.
17. Locate resources for faculty.
18. Participate in staff development training programs to improve job performance.
19. Participate in faculty meetings and special events as assigned.
20. Perform all other duties as assigned by the supervisor.

Supervisory Responsibilities:

None

Equipment Used:

Copier, personal computer, barcode scanner, and audiovisual equipment **Working**

Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Moderate standing, stooping, bending, and lifting.

The Galveston ISD does not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, disability, military status, or on any other basis prohibited by law.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of responsibilities and duties that may be assigned or skills that may be required.

Employee's Signature _____

Date