



NEW CASTLE COUNTY VOCATIONAL-TECHNICAL SCHOOL DISTRICT

JOB DESCRIPTION

POSITION:	LIBRARY/MEDIA CENTER AIDE (Paraprofessional)
QUALIFICATIONS:	Knowledge of the electronic catalog circulation program (DLC) Knowledge of library/media center operations Knowledge of school issued devices
LOCATION:	Howard High School of Technology
REPORTS TO:	Assistant Principal
JOB GOAL:	Provide assistance to students and teachers in the library/media center and perform clerical and computer-related duties to support library/media center functions.

PERFORMANCE RESPONSIBILITIES:

1. Assist students and staff in locating library/media center books, materials and equipment using the electronic catalog.
2. Use electronic catalog circulation program (DLC) to check library books in and out.
3. Operate library/media center technology and assist teachers and students in operating library/media center technology.
4. Evaluate and maintain orderliness of shelved materials; shelve books, periodicals, and newspapers; pull materials in need of repair or discarding.
5. Perform a variety of clerical duties, including processing and maintaining library/media center materials; enter records and files; maintain schedules for use of library/media center.
6. Conduct periodic inventories of library collection.
7. Add library/media center copies into the electronic catalog.
8. Assist visiting teachers in the supervision of students visiting the library/media center.
9. Help maintain an orderly and functional room environment conducive to learning.
10. Monitor and assist students visiting the media center to use a computer, print materials for projects, or take tests.
11. Keep a record of who are visiting the media center and checking out loaner devices.
12. Provide troubleshooting assistance to students who are experiencing an issue with their device.
13. Communicate with households when students have an issue with their device.
14. Help maintain an inventory of student devices and chargers.
15. Perform other tasks assigned by the supervising Assistant Principal.