

**Killeen Independent School District  
Job Description**

**Job Title:** Library Aide II  
**Reports To:** School Principal and/or Assigned Teacher(s)  
**FLSA Status:** Non-exempt

**SUMMARY:**

Assists the librarian and principal with the operation of the school library.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following.

Provides information service and assists students and faculty.

Circulates materials with or without automation.

Shelves materials and maintains stack area and library media center in an orderly condition.

Assists with Inter Library Loans (ILL) and hold requests.

Assists with management of book fairs.

Collects and records money for fines and issues receipts.

Processes, maintains, and repairs books and equipment.

Assists students with technology usage and troubleshoot equipment.

Collects and records money for fines and issues receipts.

Assists with inventory of library materials and equipment.

Knows and complies with Texas Education Agency and KISD educator standards of conduct.

Performs other duties as may be assigned by the librarian or principal.

**SUPERVISORY RESPONSIBILITIES:**

This job has no supervisory responsibilities; however, the library aide works closely with students, faculty, and volunteers.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION and/or EXPERIENCE:**

State Board for Educator Certification for Educational Aide II.

*Requirements:*

Title I campus requires 48 hours of accredited college credit with some emphasis in child growth and development or related courses or two years verifiable experience as an educational aide.

**OTHER QUALIFICATIONS:**

Must be computer literate.

**LANGUAGE SKILLS:**

Ability to read and comprehend instructions, short correspondence, and memos. Ability to write correspondence. Ability to effectively present information in one-on-one and small group situations to students, other employees of the organization, and parents.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percentage.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to stand and walk. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to sit. The employee must regularly lift and carry less than 15 pounds; occasionally lift and carry 15 - 44 pounds; occasionally lift and carry 45 pounds or more and may lift and move textbooks and classroom equipment. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee may be required to be exposed to outside weather conditions, extreme cold, and extreme heat. The noise level in the work environment is usually quiet.

**Revised Date:** March 2, 2022

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