

KLEIN INDEPENDENT SCHOOL DISTRICT

7200 Spring-Cypress Road, Klein, Texas 77379

JOB DESCRIPTION

Position:	Aide, Library
Pay Grade:	EA2
Duty Days:	184
Salary:	KISD Current Staff Compensation Plan for Paraprofessionals

Qualifications:

- High School graduate or equivalent
- Computer Skills
- Experience working with children

Duties include but are not limited to the following:

1. Supervises the library learning commons while the library information specialist is collaborating with teachers, participating in PLC's, attending trainings, etc.
2. Possesses the ability to work independently and cope with continual interruptions and shifting job priorities.
3. Presents educational information to students under the supervision of the library information specialist or classroom teacher including displays, read-alouds, puppet theater, and other programming activities.
4. Helps the library information specialist maintain a safe school environment by effectively managing students, staff and volunteers.
5. Assists student, staff, and community in using the library resources and equipment.
6. Helps ensure a user-friendly library learning commons that provides an active and stimulating instructional atmosphere by promoting interactions that are supportive, courteous, respectful and encouraging to students, staff and community.
7. Exhibits a willingness to participate in professional growth and development activities that are aligned with the goals of the library program, campus, and district.
8. Assists library information specialist in organizing reports, preparing budgets, implementing policies, conducting inventory and circulating materials according to district policy.
9. Helps maintain the physical appearance and ease of use of the library learning commons.
10. Evaluates and maintains orderliness of shelved materials; shelve books, periodicals, and newspapers; pull and route materials in need of mending, binding, repairing, or discarding.
11. Operates all computers, printers, and software applicable to the library learning commons. Includes use of Internet, library automation system, word processing, desktop publishing and spreadsheet applications.
12. Performs other duties as assigned by the principal.
13. Reports directly to the principal.

Work Conditions:

- Maintain emotional control under stress.
- Preparation of materials may involve the packing, moving and lifting of equipment and supplies.

A select number of applicants will be invited for an interview. Only persons with the above credentials and background will be considered.

Both In-district and Out-of-district applicants should submit an application, and upload resume and copies of educational credentials and certifications through our online application process.

The Klein Independent School District does not discriminate on the basis of age, color, disability, national origin, race, religion, or sex in the educational programs or activities which it operates and is an equal opportunity employer.