

Wauconda Community Unit School District #118

TITLE: LIBRARY MEDIA AIDE (K-12)

QUALIFICATIONS:

- High School Graduate or Equivalent
- Knowledge and Proficient in Library Skills
- Accuracy
- Ability to Work Cooperatively with Staff

REPORT TO: Building Principal

WORK YEAR: 182 Days

SALARY: Hourly

JOB DESCRIPTION: Responsible for the distribution and maintenance of media materials and provides assistance to teachers and students in using these resources

Primary Responsibilities:

1. Performs the checkout, return and upkeep of media materials.
2. Assists with the processing and inventory of media materials.
3. Assists teachers and students in using information sources to locate needed materials.
4. Recommends titles, authors and different kinds of literature to teachers and students that support the curriculum.
5. Encourages students to be responsible for and comply with library rules and procedures in using library materials and equipment.
6. Demonstrates basic computer skills and knowledge of programs being used in the building.
7. Makes judgements and recommendations regarding future purchases based on teacher and student needs.
8. Assumes the duties of overseeing the media center by assisting teachers and students with media projects and activities.
9. Assist in the organization and activities of the library media center.
10. Other duties as assigned by Supervisor.