

## **Job Description**

### ***Library/Instructional Aide***

#### **Qualifications**

The library/Instructional aide must have excellent communication skills, and the ability to work with children, faculty and the general public in a diplomatic, friendly and efficient manner. He/she must have a minimum of 60 college hours.

#### **Position Classification**

Support Staff

#### **Fair Labor Standards Act**

Non-Exempt

#### **Supervisor**

The library aide will be supervised by the building principal.

#### **Duties**

1. Serves as support to the regular education classroom teacher when in the classroom.
2. Can complete simple educational/teaching routines as directed by classroom teacher.
3. Assist in general supervision throughout the building.
4. Assists students with their time in the library media center.
5. Assists students with book selections and research needs.
6. Maintains professional resources for teachers.
7. Assists the in processing new materials.
8. Assists with book check-in, check-out, and shelving.
9. Fosters an atmosphere which encourages student and faculty usage.
7. Works in a professional manner.
8. Takes initiative in each task.
9. Solves routine problems independently.
10. Accepts direction from supervisors.
11. Demonstrates appropriate preparation for the job.
12. Demonstrates a basic knowledge of subject or grade level.
13. Assists in the organization of the educational environment to promote learning.
14. Assists in the management of student learning.
15. Attends school within the guidelines established.
16. Appropriately supervise students before, during, and after the school day as needed.
16. Performs any other duties assigned by the supervising teacher or principal.