

South Western School District  
Position Description  
**POSITION TITLE | Library Aide - PT**

TERMS OF EMPLOYMENT:

10 Month Part Time (20 - 29 hours per week) Status Non-Exempt

JOB CLASSIFICATION:

Support Staff - Paraeducator

POSITION QUALIFICATIONS:

High School Diploma or equivalent (Associates degree or higher, or diploma from an accredited administrative assistant training program preferred)

REPORTS TO:

Building Principal(s)

WORK ENVIRONMENT:

Library Aides works directly with faculty and staff in their assigned buildings.

JOB SUMMARY:

The Library Classroom Aide supports the daily operations of the K–12 library environment by assisting students and staff in locating, circulating, and managing library resources. The aide contributes to a safe, organized, and welcoming library setting by supporting clerical tasks, inventory management, student supervision, and instructional resource preparation.

ESSENTIAL TASKS:

- Assist in the daily operation of the library, including checking in/out books and other materials and helping students and staff locate library resources.
- Maintain an accurate computerized catalog system, orderly bookshelves, and a current inventory of library materials and supplies.
- Repair books and other damaged library materials as appropriate.
- Process library reports such as circulation, overdue, or inventory lists.
- Communicate with librarians and/or parents regarding overdue, lost, or damaged materials and document any parent concerns in the librarian's absence.
- Create and maintain library displays to promote reading and highlight various themes or occasions.
- Support the librarian and teachers by gathering instructional materials and assisting with the supervision of students in the library.
- Work with small groups of students on research, reading, and other instructional tasks, while also monitoring appropriate behavior in the library.
- Follow established library procedures for the beginning and end of the school year, including organizing packets, completing inventories, and storing materials and equipment.
- Perform other duties as assigned by the Librarian or Building Principal.

KEY PERFORMANCE RESPONSIBILITIES (KSA):

**Knowledge:**

- Basic library procedures and clerical practices.
- Operation and use of library and educational technology, including catalog systems and inventory software.
- Children's and young adult literature and age-appropriate reading materials.
- School procedures and confidentiality standards.

**Skills:**

- Effective written and verbal communication with students, staff, and families.
- Organization and attention to detail in managing library records and materials.
- Assisting students with reading and research activities.
- Performing routine clerical tasks with accuracy and efficiency.

**Abilities:**

- Maintain a positive and student-centered learning environment.
- Work independently and collaboratively with minimal supervision.
- Follow directions and established procedures consistently.
- Exercise patience, flexibility, and professionalism in a K–12 educational setting.
- Safely lift and move books, boxes, and library materials as needed.

Able to hear with 40 decibel loss maximum and see with acuity of 20 inches or less and far acuity of at least 20 feet normal depth perception, field of vision and accommodation. Must be able to reach above and below the waist, walk and use fingers to pick, feel and grasp objects. Requires use of both hands for repetitive motion. Some bending and twisting of the body required. Lifts/carries supplies and papers weighing no more than 40 lbs. Typical office environment with the ability to sit eighty percent (80%) of workday.

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