

Terrell I.S.D. Job Description

Terrell Independent School District is an Equal Opportunity Employer

No person shall, on the basis of national origin, race, gender, creed, religion, age, or handicap, be excluded from participation in, be denied the benefit of, or subjected to discrimination in employment, or recruitment consideration, or selection for full or part-time professional positions in the Terrell Independent School District.

In accordance with Terrell ISD Board Policy DC (LOCAL) the following position is posted:

Job Title: Library Aide

Work Days: 171

Reports to: Principal/Librarian

Pay Grade: According to [TISD Salary Schedule](#)

Dept./School: Terrell Assigned Campus

Start Date: 2026-2027 School Year

Contact Person: Jasmine Castaneda
Human Resources Specialist

Primary Purpose:

Assist librarian in the administration of the campus library. Perform routine clerical duties under direct supervision.

Qualifications:

Education/Certification:

High School diploma or GED
Valid Texas educational aide certificate
Meet Highly Qualified Federal Guidelines

Special Knowledge/Skills:

Proficient keyboarding and file maintenance skills
Ability to file books following district cataloging system
Effective communication and interpersonal skills
Ability to work well with students

Experience:

One year experience working with children
One year clerical experience

Major Responsibilities and Duties:

Library Program Support

1. Provide individual instruction and assistance in using library media center resources including computers and audiovisual equipment.
2. Shelf incoming books, materials, and equipment.
3. Ready materials for classroom or reserve collection use as requested by teachers.
4. Request and schedule use of materials from regional education service center or other source.
5. Prepare bulletin boards and displays and assist the librarian in preparing instructional materials.
6. May read to small groups of students and listen to individual students read aloud.

Accounting and Inventory

7. Operate the media center automated circulation system.
8. Collect and maintain records of student fines and prepare parent notification as needed.
9. Receive and process books, materials, and equipment and reconcile with packing slips and invoices.
10. Repair books, magazines, materials, and equipment or process for repair at outside facilities (e.g., bindery).
11. Perform routine maintenance on audiovisual equipment.
12. Assist in the annual inventory and weeding of library media center materials.

Clerical Support

13. Maintain physical and computerized files, including card catalog, vertical file materials, and publisher catalogs.
14. Prepare bibliographies, forms, purchase orders, requisitions, and routine correspondence using personal computer.

15. Assist librarian in keeping administrative records and preparing required reports.

Student Management

16. Supervise students and assist librarian and teachers to maintain student behavior and maintain an orderly atmosphere.
17. Perform assigned student monitoring duties.

Other

18. Supervise library operation in absence of the librarian.
19. Assist with the supervision of parent volunteers and student aides.
20. Maintain friendly customer service-driven interactions with all stakeholders, students, teachers, administrators, and co-workers.
21. Work cooperatively with co-workers and supervisors to ensure that the goals of the school/department are met.
22. Maintain a positive and professional tone in all communications (i.e., email, written, and verbal)
23. Perform other duties and accept other responsibilities as assigned

Equipment Used:

Copier, personal computer, and audiovisual equipment.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Moderate standing, stooping, bending and lifting. Daily in person attendance is an essential function for this position.

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

Application Procedures

District Employees:

1. Complete an internal application online at <https://www.applitrack.com/terrellisd/onlineapp/>
 - a. You may attach an updated resume
 - b. You may attach a letter of interest addressing how your background and experience relate to the position's responsibilities and qualifications
2. Other credentials as applicable

Outside Applicants:

1. Online Application <https://www.applitrack.com/terrellisd/onlineapp>
 - a. You may attach a resume and a letter of interest addressing how your background and experience relate to the position's responsibilities and qualifications
 - b. Other credentials as applicable
2. Official transcript(s) will be requested after a recommendation for hire is received

Terrell ISD does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Melissa Nichols; *Executive Director of Human Resources*
700 North Catherine Street
Terrell, Texas 75160
Office Number: 972-563-7504
Email: melissa.nichols@terrellisd.org