



## **Classified Job Description**

### ***Media/Library Aide***

#### **Qualifications:**

- License/certification as required by O.D.E.
- High school graduate
- Ability to work effectively with others
- Ability to type and operate a computer

**Reports To:** Certified Librarian and/or Building Principal

#### **Job Goal:**

To assist students and staff in making the media center a true service supplement to the educational program

**Evaluated By:** Building Principal

#### **Performance Responsibilities:**

- Processes all new materials including receiving, checking, labeling, and marking;
- Shelves all books and magazines;
- Maintains electronic files;
- Maintains magazine storage area;
- Mends and repairs damaged educational material;
- Prepares requisitions and forms necessary for ordering of materials and operation of the media center;
- Maintains records as assigned;
- Supervises student librarians as assigned;
- Assists students and staff in research goals and development of library skills;
- Performs clerical duties as assigned (sort mail, accounts due, etc.) and;
- Performs other duties as assigned by the librarian or Building Principal.

#### **Conduct:**

Each staff member shall remain free of any alcohol or non-prescribed controlled substance and abuse of any prescribed controlled substance in the workplace throughout his/her employment in the District.

Each staff member shall serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. Each staff member has a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

**Additional Working Conditions:**

- Frequent interaction among disruptive and/or unruly individuals
- Potential exposure to blood-borne pathogens and communicable diseases
- Occasionally lift, carry, push, and pull various items up to a maximum of 50 pounds
- Repetitive hand motion, e.g., computer keyboard
- Frequent requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb, and stoop

**Terms of Employment:**

Contract: Limited Contract or Continuing Contract in Accord with Ohio Revised Code 3319.081 and the applicable negotiated collective bargaining agreement

Salary: As established by the negotiated agreement

*The LaBrae Local School District is an Equal Opportunity Employer and, as such, does not discriminate on the basis of race, color, sex, age, religion, national origin, ancestry, disability, veteran status, marital status, or any other status protected by law. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.*

Adopted: March 12, 1984

Effective: March 12, 1984

Amended: August 12, 1997

September 13, 2005