

United Independent School District

Department of Human Resources

LIBRARY AIDE

Campus Assignment

Primary Purpose:

Assure the smooth and efficient operation of the instructional administrative office so that the office's maximum positive impact on the education of children can be realized, including distance learning or virtual instruction.

Educational Qualifications:

- High School Diploma or GED
- Associates Degree and/or Bachelors degree required
OR
- Minimum of 48 college hours or more
OR
- Must be a current active UISD Substitute Teacher that has successfully completed the Paraprofessional Assessment of Knowledge and Skills (PAKS) with at least one (1) year of service with the District
- Valid Texas Educational Aide Certificate
- Uses copier, typewriter, and audiovisual equipment
- Ability to project a friendly and harmonious attitude
- Ability to type

Major Responsibilities and Duties:

1. Assist in providing a library that is conducive to learning.
2. Assist patrons in locating information.
3. Type letters, book orders and duplicate materials.
4. Generate and file circulation statistics.
5. Print overdue notices.
6. Assist with inventory and weeding.
7. Supervise and/or shelve materials.
8. Take charge of circulation desk.
9. Supervise student assistants.
10. Monitor Internet users.
11. Prepare bulletin boards and displays.
12. Set up and assist in the use of AV equipment.
13. Keep AV, Periodical, Workroom and Circulation Desk neat and orderly.
14. Collect and monitor petty cash.
15. Make deposits to campus bookkeeper.
16. Prepare materials for circulation.
17. Process and receive orders.
18. Sort Library mail.
19. Notify district technology technicians of repair services as needed.
20. Read assigned shelves monthly.
21. Update patron maintenance database.
22. Print monthly circulation statistics.
23. Run weekly backups.
24. Maintain library copier and keep repair log (if applicable).
25. Process and maintain periodical collection.
26. Be available by phone, email, or video conferencing during regular business hours to confer with district personnel.
27. Regular and reliable attendance is an essential job responsibility unless instructed to work from home by supervisor.
28. Assist in maintaining a safe and healthy work environment.

Library Aide (continued)**Distance Learning and Virtual Instruction Duties and Responsibilities**

In the event of a school closure in response to a disaster, flood, extreme weather condition, fuel curtailment, epidemic, pandemic or other calamity, the following duties and responsibilities will be added to the above listed Major Job Responsibilities and Duties, as directed by the Superintendent.

29. Usage of personal equipment, including but not limited to personal cellular phone, personal computer, and personal internet service when working from home during a District closure due to government or Board order or during an emergency affecting normal District operations.
30. Perform other tasks and assume other responsibilities as may be assigned by supervisor. All employees are expected to comply with lawful directives.

Working Conditions:

Ability to communicate effectively (verbal and written); ability to maintain emotional control under stress. Climbing, Stretching, frequent light lifting of books, boxes. Some bending, lifting and stooping while performing job related functions.

Distance Learning Working Conditions:

Tools/Equipment Used: Personal computer; use of and access to phone system; video/instructional equipment; and peripherals

Posture: Prolonged sitting

Motion: Repetitive computer work with frequent use of hands and wrists

Environment: Work from inside home or location other than school building

Mental Demands: Maintain emotional control under stress; work prolonged or irregular hours

Terms of Employment:

Wage / Hour Status:	Non Exempt
Minimum Salary:	\$16,561
Pay Grade:	2A
Minimum Work Days:	186
Months / Hours per Day:	10 / 7

Date Last Revised: 07/20

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 skill that may be required.