JOB DESCRIPTION

TITLE: Learning Center Aide

UNIT: Individual Elementary Building

REPORTS TO: Building Principal

JOB GOAL: To assist in establishing a well organized, smoothly functioning educational environment in which students can take full advantage of available resource materials.

QUALIFICATIONS:

1. High School diploma.
2. Reasonable proficiency in typing and operation of office machines.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

PERFORMANCE RESPONSIBILITIES:

1. Types, duplicates, collates, assembles and distributes materials as requested by the LLC teacher or administration.
2. Processes orders for books, supplies, A-V materials and computer software.
3. Provides technical processing assistance for building learning center.
4. Assists in maintaining the circulation system for building learning center.
5. Processes new periodicals and updates periodical racks, and maintains book issue file.
6. Maintains files on all library/A-V materials, supplies and AV equipment.
7. Aids students in locating and using material.
8. Makes repair on books and A-V materials when possible.
9. Laminates approved materials.
10. Supervises shelving.

11. Maintains bookkeeping accounts for the building learning center.

12. Performs such other tasks and assumes such other responsibilities as may be assigned from time to time.

EVALUATION: This position will be evaluated at least once annually, by The last employment date in April, by the building principal with input from collaborating Learning Center Teacher(s).

ADOPTED: 02-17-77
REVISED: 02-18-88
December 18, 2008