

BELPRE CITY SCHOOLS
Job Description
Belpre Elementary School Library Aide

Title: Aide, Belpre Elementary School Library

General Description: The library aide will promote the philosophy of the library. The library aide will monitor students and perform clerical tasks in the library. The library aide will assist during various duty times. The library aide will provide instruction, under the direction of the certified librarian and/or certified teacher. The library aide is directly responsible to the building principal and the district library supervisor.

Major Duties:

1. Monitor students when they are in the library.
2. Assist and supplement library instruction, under the direction of a certified librarian and/or certified teacher.
3. Assist students, faculty, and administration in locating resource materials in the library.
4. Maintain circulation files and records for all media. Files are to include yearly inventories of all materials.
5. Assists in managing building reading program (i.e. Accelerated Reader) by maintaining book lists, label books with appropriate levels, monitor student testing, and any other assigned task related to the program.
6. Prepare letters, reports and notices.
7. Keep online card catalog up-to-date and accurate.
8. Process library materials and shelve books.
9. Is regularly assigned student supervision for cafeteria, recess and bus duties.
10. Coordinate and supervise book fairs.
11. Resource person in search of materials to upgrade our current library materials.
12. Requisition and order new materials.
13. Perform other duties as the building principal requests.

Revised 12/15/08

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