

**TRIAD LOCAL SCHOOL DISTRICT**  
JOB DESCRIPTION

**Title:** LIBRARY/MEDIA AIDE

**File 503**

**Reports to:** Principal and Library/Media Specialist

**Job Objective:** Provides support services to help staff and students use library/media resources.

**Minimum Qualifications:**

- Meets mandated state and federal qualification (i.e., completion of requisite higher education credit hours/courses, approved degree, or successful passage of a sanctioned professional standards test).
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- A record free of criminal violations that would prohibit public school employment.
- Complies with drug-free workplace rules and board policies.
- Keeps current with technology and other workplace innovations that support job functions.
- Valid state department of education permit appropriate for the assignment.
- Self-directed, congenial disposition, and strong diplomacy skills.
- Proficiency using the Dewey Decimal System.
- Commitment to keeping current with technological advances.
- Successful completion of communicable disease, child abuse/neglect, behavioral management, CPR, and/or first aid may be required as a condition of employment.

**Essential Functions:** The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Assists with training and support activities that enhance staff and student access to library/media resource materials and equipment.
- Upholds board policies and follows administrative guidelines/procedures. Promotes a professional image of the school district. Supports community partnerships that enhance district programs.
- Promotes effective communications and assistance. Uses problem-solving techniques to tactfully address questions/concerns. Refers policy interpretation inquiries to administrative staff.
- Catalogs materials on the computer database. Facilitates the effective retrieval of information and materials by patrons. Maintains a computerized patron database and orderly circulation system. Processes loans and returns. Prepares overdue notices.
- Keeps books, periodicals, pamphlets, etc., properly shelved. Promotes the proper use, care, and security of school property.
- Oversees the cleaning, repair, and replacement of library/media equipment and materials. Mends books/periodicals and makes minor equipment repairs. Discards outdated or damaged materials following board-adopted procedures.
- Performs a complete annual inventory of the library collection and media equipment.
- Provides regular orientation sessions for patrons. Works with staff to improve student learning through the effective use of library/media resources.
- Helps staff select and locate multi-media materials. Prepare materials for teachers.
- Collects and reserves material for classroom assignments when requested.
- Upholds the student conduct code. Maintains high expectations for behavior and performance. Implements effective pupil management procedures.
- Develops and maintains a positive learning environment that stimulates student interest, enthusiasm, and inquisitiveness about subjects and events.
- Uses effective communication strategies to introduce new library/media resources to patrons (e.g., E-mail, websites, displays, etc.).
- Provides guidance, communicates expectations, and shows an active interest in student progress. Facilitates critical-thinking, problem-solving, and creativity skills.
- Uses story sharing activities to promote enthusiasm for reading.
- Prepares and presents special topics to classes when requested.
- Helps patrons use library/media computers, peripherals, and equipment (e.g., videos, CD-ROMs, audio tapes, etc.). Trains teacher assistants how to operate audio-visual equipment.
- Keeps current with library/media resources available in the community.
- Helps students take full advantage of the learning environment (e.g., access and proximity to activities, use of adaptive equipment, etc.).

- Maintains accurate records and submits reports on time.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Complies with district procedures to account for the collection of authorized student fees and fines.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Supports an inclusive educational environment. Helps students with disabilities participate in appropriate learning activities as directed.
- Takes precautions to ensure safety. Monitors situations that may indicate a problem. Provides appropriate student supervision. Works with supervisors to manage or eliminate risk factors.
- Participates in staff meetings, conferences, and other required school activities.
- Participates in staff meetings and professional growth opportunities as directed.
- Strives to develop rapport and serves as a positive role model for others.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

**Abilities Required:** The following personal characteristics and skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Acknowledges personal responsibility for decisions and conduct.
- Performs prescribed activities efficiently with limited supervision.
- Reacts productively to interruptions/changing conditions. Meets deadlines despite time constraints.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Prepares accurate and timely paperwork. Verifies and correctly enters data.
- Exhibits consistency, resourcefulness, and resilience.
- Uses diplomacy and exercises self-control when dealing with other individuals.
- Maintains an acceptable attendance record and is punctual.

**Working Conditions:** To promote safety, employees are expected to exercise caution and comply with safety regulations and district policies/procedures when involved in the following situations/conditions.

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors. Exposure to wet and/or slippery surfaces.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Operating and/or riding in a vehicle.
- Lifting, carrying, and moving work-related supplies/equipment.
- Traveling to meetings and work assignments.
- Working in proximity to moving mechanical parts.

**Performance Evaluation:** Job performance is evaluated according to policy provisions and contractual agreements adopted by the Triad Local School District Board of Education.

The Triad Local School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events.