

Position: Library Aide

Term: 9 Months

Classification: Classified/Non-Exempt

Location: Joplin High School

Qualifications: 60 College Credits or have passed the MEGA Paraprofessional Assessment

Supervisory: No

Reports to: Library Media Specialist/Building Principal

General Expectations:

- Supports the mission of Joplin Schools.
- Supports the value of education.
- Complies with the privacy rights of students.
- Safeguards confidential and/or sensitive information.
- Communicates effectively with all the members of the school district and community.
- Provides excellence in customer service both internally and externally.
- Reacts to change productively.
- Keeps abreast of new information, innovative ideas and techniques.
- Maintains accurate records and filing systems for accountability and audit purposes.
- Ensures that all activities conform to district, state, or federal guidelines.

Essential Functions:

- Help provide an atmosphere for both learning and enjoyment for all patrons and staff.
- Preparing/securing circulation desks, storage area, main library, and all doors.
- Maintain cooperative relations with students, teachers, and staff, and assist individuals and classes as needed to find library resources.
- Maintain series master list and recommendations for additions to collection.
- Process new books for shelving and old books for discard, cataloging, and protective covering on books.
- Responsible for shelving all returned books and AV materials.
- Perform data entry into various automated systems to check out, check in, and renew library materials.
- Collect money for lost materials, make receipts, and enter fees into student records in *Infinite Campus*.
- Send emails to teachers weekly to remind them of scheduled day, time, and purpose of library visit. Edit Google calendar as needed.
- Run monthly overdue and lost reports for students, teachers, and staff electronically or possibly manually.
- General support to librarian as needed.
- Carry out all other duties as assigned.

Physical Demands

While performing the duties of this job, the employee is regularly required to walk, talk, hear and occasionally lift up to 25 pounds. The employee frequently is required to stand or sit. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

Attendance

Regular and consistent attendance is an essential function of this position.

The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

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Conditions and Environment

Conditions and environment resemble that of a typical school library.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.