

**Burrton USD 369**  
**Library Aide Job Description**

**Purpose:** The Library Aide assists the librarian in helping students and teachers make full use of the books, materials, and services of the school library program. To accomplish these tasks the library aid works closely with the staff and administration of the district.

**Responsible to:** Librarian/Principal/Superintendent

**Payment rate:** Salary and benefits as established by the Board of Education.

**Qualifications:**

1. High school diploma or equivalent. Associates degree or equivalent preferred.
2. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
3. Ability to use keyboarding skills.
4. Desire to continue career improvement by enhancing skills and job performance.

**Essential Functions:**

1. Assist in helping students and teachers make full use of the books, materials, and services of the school library program.
2. Ensure all activities conform to district guidelines.
3. Communicate and work effectively and cooperatively with members of the school district and community.
4. React to change and frequent interruptions in a productive and positive manner.
5. Operate all classroom/library equipment and programs appropriately as required.
6. Work to implement the vision of the District.

**Physical Requirements/Environmental Conditions:**

1. Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials; should be able to lift 40 pounds.
2. Requires stooping, bending, kneeling, reaching, and turning.
3. Must occasionally work in noisy and crowded environments, with numerous interruptions.

**General Responsibilities:**

1. Assist in the supervision of students in the library, sometimes by self.
2. Assist in preparing and presenting library skills lessons.
3. Assist with ordering books, non-book materials, equipment, and supplies for library.
4. Assist with computerized and physical inventory processing.
5. Supervise student checkout of books and materials.
6. Supervise teacher check-out of equipment and materials.
7. Monitor overdue books, and contact parents concerning return or payments.
8. Supervise hallway traffic in the library area.
9. Communicate and work effectively with students, teachers, and other staff.

10. Keep current on new information, innovative ideas and techniques.
11. Keep student information and records confidential.
12. Respond to information requests in a cooperative, courteous, and timely manner.
13. Perform other duties and assume other responsibilities as assigned by the Librarian or Administration.
14. Implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
15. Observe and follow all school district policies at all times.