

ATTACHMENT 1

Library Support Aide JOB DESCRIPTION

The Service Provider agrees to provide the following services:

Job Title: Library Support Aide
Reports to: Administrator

Library Support Aide Duties Include:

1. Establish a functioning library system that allows students, staff and community members to check out and turn in library materials.
2. Organize and catalogue current library materials.
3. Discard any unwanted library materials.
4. Assist students and staff with locating and checking out/in library materials.
5. Shelve books and other resources accurately and efficiently.
6. Maintain the neatness and organization of library shelves and spaces.
7. Help with processing new materials (stamping, labeling, cataloging, covering, etc.).
8. Support the teacher with classroom visits and library programs.
9. Foster a quiet, respectful and engaging atmosphere for reading and learning.
10. Performs post activity clean up.
11. Reports safety, sanitary and fire hazards immediately to teacher or administrator.
12. Practices confidentiality regarding students, staff, records and inquiries.
13. Reports to work promptly and dependably.
14. Notifies teacher, office manager, and/or administrator of potential absences well in advance.
15. Adhere to all school district policies and procedures.

I have read this job description and understand its contents.

Signed: _____

Date: