

Job Description

BOARD OF EDUCATION DENVILLE

TITLE: LIBRARY MEDIA AIDE

- QUALIFICATIONS:**
- 1. High school diploma; college-level coursework in education or related field***
 - 2. Minimum experience as determined by the board**
 - 3. Demonstrated proficiency in oral and written communication and ability to assist with instructional activities**
 - 4. Clerical aptitude, good typing skills, and knowledge of information technology**
 - 5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status**

**In programs funded with federal Title I funds, or in district-wide Title I districts, all teaching assistant hired after January 8, 2002 must complete at least two years of college, obtain an associate's degree or higher, or pass an evaluation to demonstrate the knowledge and ability to assist in teaching reading, writing, and math. Those hired before that date have until January 8, 2006 to meet one of the requirements.*

REPORTS TO: Media Specialist, Principal

JOB GOAL: To provide support services inherent to the effective operation of the school media center under the direction of the media specialist.

PERFORMANCE RESPONSIBILITIES:

- 1. Assists students in locating reference materials.**
- 2. Assists students in making proper use of media center equipment and materials.**
- 3. Shelves library materials.**
- 4. Handles library mail and types correspondence and reports.**
- 5. Processes new books, magazines, and other media materials. Catalogs and files learning materials.**

6. **Distributes schedule of the use of the media center and its materials and equipment.**
7. **Assists in preparing and maintaining special educational displays.**
8. **Reads to small groups of students and listens to individual students read.**
9. **Operates the circulation desk, maintains circulation files and handles overdue library loans.**
10. **Repairs library materials as necessary.**
11. **Duplicates learning materials as requested.**
12. **Performs other related duties as assigned.**

TERMS OF

EMPLOYMENT: Salary and work year to be determined by the board of education.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the board's policy on evaluation of noncertified staff.

APPROVED: June 1, 2009