

- I. TITLE:** **Media Center Aide**
- II. QUALIFICATIONS:**
1. High School Diploma
 2. Typing, filing, and computer skills.
 3. Demonstrated aptitude for the work to be performed.
 4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
- III. REPORTS TO:** High School Media Specialist/Building Principal
- IV. JOB GOAL:** To provide a well-organized, smoothly functioning library environment in the schools so students can take full advantage of the materials available. To assist teachers and students in the effective use of the media center as a learning resource of primary importance and responsibility of the Media Center Aide.
- V. PERFORMANCE RESPONSIBILITIES:**
1. Type and process orders, reports, bibliographies, forms, library schedules, letters to publishers, catalogue cards, etc.
 2. Communicates regularly to homeroom teachers concerning overdue books, and collects fines for such books.
 3. Makes simple repairs on damaged books.
 4. Readies books for reserve on teacher's requests, and maintains the reserve shelf.
 5. Prepares current magazines for shelving and maintains the back number stacks.
 6. Assists in the annual inventory of library materials, and the preparation of lists of missing books and books to be discarded.
 7. Shelves incoming books.
 8. Maintains current inventory of supplies and suggests items for acquisition as needed.
 9. Oversees the general neatness and attractiveness of the library and its displays.
 10. Help students locate instructional materials.
 11. Maintain the media center circulation systems.
 12. Replace media in proper storage space when it is returned.
 13. Operate equipment and apparatus on request, either in the media center or elsewhere.
 14. Help maintain bulletin boards and other appropriate learning displays.
 15. Help inform students and staff members of acquisition of new material.
 16. Type and maintain media center records as directed.

All other district-related duties as assigned by supervisor

ESSENTIAL FUNCTION: **Regular and reliable attendance is an essential function of the job.**

TERMS OF EMPLOYMENT: Nine-month school year. Salary and work year to be established by the Board of Education.

EVALUATION: Performance of this job will be evaluated annually by the Building Principal.