

Jurisdictional Class: Competitive; Non-Competitive in Schools
Adopted: March 1, 1979
Revised: June 7, 2010

LIBRARY AIDE

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for performing a variety of clerical and nonprofessional tasks in a school library such as reading to children and aiding them in the use of library equipment and facilities. The primary emphasis of this position is dealing directly with students either individually or in small groups with only a limited amount of clerical work performed. The work is performed under the direct supervision of the school librarian or other professional staff. Supervision may be exercised over the work of student helpers. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Aids students in finding and using reference materials;
Aids students in the use of computers and other forms of technology in the library;
Assists in preparing and setting up library displays and bulletin boards;
Issues and collects audiovisual equipment and reading materials and instructs students in its use;
Shelves returned books, records, magazines, and other reference materials;
Requisitions library and audiovisual equipment as needed;
Keeps daily records of circulation of library materials;
Assists in annual inventory and reads shelves;
May supervise and train student aides;
May be responsible for supervision of library in absence of librarian;
May type and file catalog cards, correspondence, other reports and orders not requiring the services of a skilled typist;
May perform the duties of a Teacher Aide/Student Aide as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Good general intelligence;
Ability to establish good relationships with children and others;
Ability to learn basic library terminology and operation of computer and library equipment;
Good clerical aptitude;
Interest in knowledge and reading materials;
Ability to maintain discipline.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma.

NOTE: Clerical office experience may be substituted on a year-for-year basis for high school.