

POSITION DESCRIPTION

TITLE:	Library Media Center Aide	SUPERVISOR:	Building Principal
DEPARTMENT:		CLASSIFICATION:	Support Staff

I. Accountability Objectives:

Requires independent work and close coordination with the Library Media Specialist in the technical cataloging of all library resources, non-library resources, textbooks, and equipment for the school district.

II. Position Characteristics:

Salary: Per Employee Handbook Wage Scale

Length of Contract: 200 Days

III. Position Relationships:

Reports to: Building Principal

Coordinates with: Library Media Specialist, building principal; building staff; students

IV. Position Qualifications:

A. Required Qualifications:

1. High school diploma
2. Experience with computers

B. Desired Qualifications:

1. Ability to learn library technology tasks (WISCAT state database, inter-library loan).
2. Detail oriented regarding student attendance, class work.

C. Special Requirements:

1. Excellent keyboarding skills.
2. Experience with detail and accuracy in a technical environment.
3. Experience troubleshooting technical problems independently.

V. Position Responsibilities (Library Media Assistant):

- A. Assists with computer related tasks.
- B. Enters records into the library media system.
- C. Updates holdings information on the online WISCAT state database.
- D. Fill orders and maintain records of Inter-Library Loan Requests from other schools and libraries using the WISCAT program.
- E. Prepares LMC displays (bulletin boards).
- F. Enforce discipline.