Updated 10/28/19

**Title:** **Library Aide**

Supervisor/Evaluator: Superintendent or designee

Terms of Employment: During the school year with coordinated, flexible hours

Job Tasks/Responsibilities:

* Interact positively and professionally with all
* Strive to positively impact the educational environment and education of our students
* Promote literacy and love of reading throughout the school
* Learn, coordinate, and update the book inventory/database program and maintain the associated technology
* Provide beginning of the school year instruction regarding use of the book inventory/database program for locating and reserving books
* Assist students and staff with selection of books
* Maintain book shelves, clean and repair books when necessary, shelve books accordingly, and provide spine labels
* Monitor and provide overdue notices for students/families
* Schedule and coordinate book fairs (Fall and Spring) each year
* Coordinate the book cart program
* Coordinate with administration the ordering and purchasing of supplies and equipment
* Coordinate library usage and classroom visits
* All other duties as assigned considered as “other”