

NYE COUNTY SCHOOL DISTRICT – Human Resources Department

Library Aide

FLSA Status: NON-EXEMPT

Classification: Classified

Terms of Employment: 180 days, hours per day determined by site requirements.

JOB GOAL: To assist teaching staff and students in correct use of the library resources. To organize the library and resources to ensure maximum participation by all students.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented with other duties as assigned by the Supervisor which does not conflict with the Master Agreement between NCSD and NCSSO.

1. Works flexible hours to accommodate the needs of the school library, staff, student body, and the type of school schedule involved.
2. Accepts and follows directions, and cooperates with the school librarian and/or principal to accomplish the necessary work of the school library.
3. Disciplines, maintains order and preserves an appropriate atmosphere in the library.
4. Serves as a member of a team and works with all groups to meet the educational needs of the students to fulfill the mission of the school district.
5. Operates the library without direct supervision on a day to day basis.
6. Knows and understands FERPA and other confidentiality situations in the educational setting.
7. Inventories books, equipment, filmstrips, videotapes, audio records, cassettes, and other instructional media.
8. Assists students in the use of library resources, and provides assistance in locating materials and equipment.
9. Inspects and verifies delivery and shipping documents, and updates record of items to be ordered as budget permits.
10. Plans and executes annual school book fair.
11. Familiar with and assists with implementation of all district policies and administrative regulations as related to specific assignment.
12. Recognizes and reports hazards, and conforms to safety standards as prescribed.
13. Recognizes and notifies administrators of unauthorized persons on campus, and/or of issues that require immediate attention.
14. Familiar with district and site emergency/crisis response procedures, plans and drills (e.g. fire drills, bomb threats, lock-downs, etc.).

POSITION EXPECTATIONS

Knowledge, Skills and Abilities:

1. Knowledge of education principles and techniques
2. Knowledge of computers and common use of office equipment
3. Knowledge and/or past experience in private/public school libraries.

POSITION REQUIREMENTS

Education, Training, and Experience:

1. High School Diploma or equivalent
2. Ability to read fluently, alphabetize, type accurately, spell correctly, and perform basic math functions is mandatory.
3. Correct English usage, spelling, grammar and punctuation
4. Related clerical experience may substitute for library experience with agreement to library training.

Licenses and Certifications:

1. Valid Nevada Driver License

Screening and Compliance:

- 1. Ability to pass State and Federal criminal background check
- 2. Compliance with NCSD Drug and Alcohol Testing Policy

WORK ENVIRONMENT:

Strength: Sedentary/light-exert force 10 to 25 lbs., occasionally or a negligible amount of force to lift, carry, push, pull or move objects.

Physical Demands: Frequent reaching, handling, repetitive fine motor activities. Requires mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period of time.

Vision: May require frequent near acuity to read printed materials, VDT screens and/or other monitoring devices.

Environmental Conditions: Climate controlled office setting, outside weather conditions traveling to and from district facilities, and exposure to low/moderate noise intensity levels.

Hazards: Furniture, office/library/classroom equipment, communicable diseases.

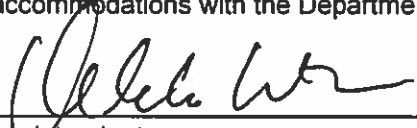
Working Conditions: Office or suitable workspace with desk, telephone, computer, and supplies necessary to carry out functions of position description.

Equal Opportunity Employer

Nye County School District is an Equal Opportunity Employer. Nye County School District does not sanction or tolerate discrimination in any form on the basis of race, color, religion, age, gender, pregnancy, sexual orientation, national origin, ancestry, disability, veteran status, domestic partnership, genetic information, gender identity or expression, political affiliation, or membership in the Nevada National Guard.

Americans with Disabilities Act

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Candidates are encouraged to discuss potential accommodations with the Department of Human Resources.

Approved by: 
Superintendent

5/30/17
Date

Acknowledgment

I have read and understand the requirements of my job.

Employee Name: _____

Employee Signature: _____

Date: _____

Administrator/Human Resources Name: _____

Administrator/Human Resources Signature: _____

Date: _____