



**REGIS CATHOLIC SCHOOLS
JOB DESCRIPTION**

LIBRARY/INSTRUCTIONAL ASSISTANT/AIDE

REPORTS TO: Building Principal

QUALIFICATIONS:

- High School diploma with special training in education and previous library job-related experience
- Demonstrated competency with cataloging, word processing, spreadsheet, database, and related software
- A love for and the ability and willingness to work with students of different cultures and ability levels
- Emotional stability, sense of humor, patience, and initiative
- Organizational skills and the ability to follow directions
- Effective oral and written communication skills
- Ability to work with adults and to model Catholic values

JOB RESPONSIBILITIES:

1. Supervise classroom/study hall/computer students as needed.
2. Monitor the administration of student discipline following guidelines established by the Building Administrator, Principal, teacher, and RCS Handbook.
3. Use appropriate technology with related software to catalog books, communicate, prepare correspondence, maintain student records, and complete related tasks.
4. Coordinate school library and reading incentives.
5. Troubleshoot computer problems and solicit technological help when needed.
6. Prepare and maintain overdue materials list as directed.
7. Prepare/display new magazines and newspapers.
8. Maintain book displays/bulletin boards.
9. Assist with maintenance of collection.
10. Assist with projects initiated by RCS Librarian.
11. Assist with promotion, displays, scheduling, and supervision of the school book fair.
12. Maintain records/fill out donation forms for library donations.
13. Maintain neatness, orderliness and organization of library.
14. Keep in confidence any administrative, faculty/staff, or parent discussions.
15. Demonstrate a cooperative manner, a willingness to work where needed, and assistance until assigned jobs are completed
16. Contribute to positive interpersonal and interdepartmental communication.
17. Demonstrate support of fellow employees and administration through actions and comments.
18. Attend meetings, workshops, conventions and training sessions when needed or directed.
19. Perform other duties as specified by Building Administrator.

Library Instructional Assistant/Aide

Date

RCS Principal

Date