



York County Library System
In partnership with the
School District of the City of York

JOB DESCRIPTION

POSITION INFORMATION

Title:	School Library Aide	Supervisor:	Director of Youth Services
Location:	York City Schools & Martin Library	Classification:	Part-Time/Regular/Non-Exempt
Department:	SLAM	Hours:	29 hours per week
Schedule:	Monday – Friday 9:00 AM to 3:00 PM		

GENERAL DESCRIPTION

The School Library Aide - Alternate will coordinate the day-to-day activities of the assigned school library.

EDUCATION & EXPERIENCE REQUIREMENTS

Candidate must have a high school degree (or equivalent). Candidate must have experience providing educational programs to elementary age school children. Computer proficiency, library experience and storytelling experience is preferred. Child Abuse clearance, Pennsylvania Criminal History Check, FBI Criminal Record Check and Mandated Reporter Training is required.

GENERAL REQUIREMENTS

Must enjoy working in a multicultural work environment, in particular interacting and encouraging children to succeed. This position requires someone with excellent communication skills and the ability to lead groups of children. It is important that the candidate be dependable, a self-starter, creative, and feel comfortable handling a variety of tasks.

DUTIES AND RESPONSIBILITIES

- Coordinate the daily activities of a city school library throughout the entire calendar year in the absence of the regular School Library Aide.
- Assist children in the use of the school library and its collection of materials.
- Assist teachers in identifying and securing educational materials for lesson preparation including the use of the library's computerized catalog system.
- Assist the school librarian with the selection, purchasing, cataloging, circulation and inventory of school library materials.
- Assist the school librarian with the development and implementation of innovative programs for children; this includes providing storytelling experiences for students enrolled in primary grades.
- Attend staff meetings at Martin Library and in-service training sessions offered by York County Library System or the School District of the City of York.
- Provide customer service at Martin Library if applicable and serve in an assigned location for summer.
- Provide information about programs and services at Martin Library and encourage students and teachers to attend and utilize those.
- Complete special projects and other duties as assigned by building librarians, building principals, and Director of Youth Services.

ACKNOWLEDGEMENT

I understand the description of this job and the essential function, as given here. I also understand all of the duties of this position are not described here and that I will perform those duties described here and other related duties as directed by my supervisor or management.

Employee Name

Employee Signature

Date