

Job Description for School District Elementary Library Aide

Work Hours are 7:45 a.m. to 3:00 p.m. (7.25 Hours per day/4 Days per Week)

\$10.80 per Hour

8 Sick Days per year (Prorated for the rest of 2017-18 School Year). Employee can accumulate up to 50 Days.

Participation in the Wisconsin Retirement System

Long Term Disability Insurance

Send School District application to Dr. Gayle Luebke, Elementary Principal, PO Box 130, Ontario, WI 54651

Position is open until filled.

REPORTS TO

The Elementary Library Aid report to and are under the supervision of the Elementary Librarian and the Elementary Principal.

SPECIFIC RESPONSIBILITIES

All school personnel are required to perform the following tasks as the Elementary Library Aide:

- Check in and check out books and other library materials to students.
- Catalog and cover new books, magazines and other library materials.
- Shelve books.
- Maintain inventory of library materials.
- Repair library materials.
- Aid Teachers and students in finding books and other library materials.
- Aid the Librarian in maintaining i-Pads and the elementary computer lab.
- Facilitate 5th Grade Battle of the Books.
- Work independently with small groups of children.
- All other reasonable requests by the Elementary Librarian.

EMPLOYMENT REQUIREMENTS

All persons looking to gain or maintain employment as an Elementary Library Aide in the Norwalk-Ontario-Wilton School District must:

- Be able to read and comprehend written and verbal instructions.
- Pass a pre-employment physical.
- Maintain very good personal hygiene practices.
- Act with conduct that is consistent with school district policies and procedures.