

AUTAUGA COUNTY BOARD OF EDUCATION
PERSONNEL DEPARTMENT
153 West Fourth Street
Prattville, Alabama 36067

POSITION ANNOUNCEMENT

December 9, 2022

The Autauga County Board of Education is now accepting applications for the positions of: Library/Media Aide at Prattville High School

Job Description: (Please see the attached Autauga County Board of Education (ACBOE) job description for this position.)

Qualifications: (Please see attached ACBOE job description for this position.)

Effective Date: Following Board Approval

Salary: \$14,726-17,757 (Based on public school experience in this position)

Contract Length: 187 days

Application Information: Go to https://ats1.atenterprise.powerschool.com/ats/app_login?COMPANY_ID=00008500 to complete the on-line application. On the *Where do you want to work?* page, click "Deselect All". Then click on the "+" located next to the Alabama State Department Education check box. Click the box next to District 5 and click "+" next to the District 5 box. Then check the box for Autauga County. Complete all sections of the application; do not put "see resume".

Application Deadline: December 17, 2022 or until filled

The Autauga County Board of Education is an equal opportunity employer and does not discriminate in employment on the basis of religion, race, color, sex, national origin, age or disability. Minorities are encouraged to apply.

LIBRARY/MEDIA AIDE

POSITION TITLE: Library/Media Aide
RESPONSIBLE TO: Superintendent of Education
REPORT TO: Library/Media Specialist/School Principal

QUALIFICATIONS:

1. High school graduate or equivalent (GED).
2. Academic competency in written and spoken language and mathematical skills.
3. Aptitude for work to be performed.
4. Ability to type efficiently.
5. Alternatives to specified qualifications as deemed necessary by the Board of Education.

PERFORMANCE RESPONSIBILITIES/ESSENTIAL FUNCTIONS:

1. To assist in the mechanical preparation of library materials.
2. To assist in the operation of equipment and machines.
3. To assist in maintaining files of catalog cards, vertical file materials, publisher's catalogs, etc.
4. To assist in mending library books and other library materials.
5. To assist in monitoring attendance and the maintenance of attendance records as directed by the librarian.
6. To assist in preparing library materials for reserve on teacher's request to librarian and monitoring reserve shelf.
7. To assist in shelving of library book materials.
8. To assist students at the request of the librarian.
9. To type, receive and process orders, reports, bibliographies, forms, library schedules, letters to publishers, catalog cards and the like at the request of the librarian.
10. To assist with daily notices to teachers and students concerning overdue materials and collection of fines for overdue and/or lost materials.
11. To assist in the annual inventory of library materials and the preparation of lists of missing materials.
12. To establish and maintain an effective working relationship with the librarian, library staff, school administrators and faculty.
13. To assist in overseeing the general neatness and attractiveness of the library and its displays as directed by the librarian.
14. To perform any and all other duties and tasks as directed by the librarian.
15. To assist in checking books and other appropriate materials in and out as directed by the librarian.
16. To assist the librarian in developing and maintaining a community resource file.

JOB GOAL:

To perform clerical duties of a wide variety using established procedures and methods

To assist the librarian(s) in implementing the objectives of the library program.

To work under the direction and supervision of the librarian who is the immediate supervisor.