

Victoria Independent School District–Job Description

Job Title/Position:		Department/Campus:	Supervised By/Reports To:	
Aide, Library (Elem)		Assigned Campus	Principal	
Pay Scale:	Pay Grade:	Employment Term (days):	FLSA Exemption Status:	Date Revised:
Paraprofessional/ Clerical	2	193	Non-Exempt	April 2025

Primary Purpose:

Perform-a variety of library maintenance related tasks and carry out instructional procedures as directed by the certified school librarian while the librarian is serving other campuses.

Qualification Guidelines:

Education/Certifications:

High School diploma or GED

Valid Texas educational aide certificate (or willing to obtain)

Two years of study at an institution of higher education or an Associate degree or higher or can pass a formal academic paraprofessional assessment

Experience:

Experience working with children

Special Knowledge/Skills/Abilities:

Ability to work well with children

Ability to communicate effectively

Ability to use technology and inventory systems

Supervisory Responsibilities:

None

Mental/Physical/Environmental Demands:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged use of computer; sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions, maintain emotional control under stress

Major Responsibilities and Duties:

1. Perform duties associated with the use of the library automation system including circulation of library materials and running notices, shelving of materials, pulling requested materials, straightening and verifying the correct organization and placement of materials in their proper

The above statements describe the general function of this position but are not an exhaustive, all-inclusive list of responsibilities, duties, skills or working conditions assigned to or required by this position. All Victoria ISD employees are expected to maintain an extreme degree of confidentiality by adhering to the Family Educational Rights and Privacy Act (FERPA) for student information. The Victoria Independent School District is an equal opportunity educational provider and does not discriminate against any person on the basis of race, color, national origin, sex, religion, disability, or age for admission, treatment, or participation in its educational programs, services and activities, or employment. For information regarding Title IX compliance, please email human.resources@visd.net or contact the HR Executive Director at 361.788.9228.

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location.

2. Shelf materials returned to the library, maintain orderly conditions of stack areas, and assist with inventory and weeding procedures.
3. Provide library instruction, designed by the certified librarian, that includes read alouds, library lessons, locating and using library resources, and promotion of reading/literacy.
4. Maintain order and classroom management during library classes.
5. Operate a variety of technology and media equipment, including but not limited to computers, projectors, audiovisual equipment, standard office equipment and video equipment.
6. Assist with distribution and collection of student devices as part of the Chromebook one to one deployment.
7. Provide distribution and basic technical support for teacher devices like laptops, document cameras, and interactive panels.
8. Support the certified librarian, classroom teachers, and substitute teachers by aiding students in locating appropriate reading and instructional materials.
9. Provide access for student book circulation outside the scheduled library classes.
10. Comply with federal, state laws and district policies.
11. Perform other duties as assigned.

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