

**SUPPORT STAFF POSITIONS
(LIBRARY/MEDIA CENTER AIDE)**

The library/media center aide will provide technical services by assisting all users in searching the local collection, the local data base, On-line data base, CD-ROM sources, LRS computer files; will assist in preparing books, AV materials, and periodicals for circulation; will maintain circulation records; will conduct inventories, and will assist with general supervision of the library. Aides will provide additional services deemed necessary for the efficient and effective use of the library as assigned by the librarian/building principal/supervisor.

The library/media center aide will assist with the different opening and closing procedures at each library location; assist teachers with curriculum, research needs; and assist in specific in-house library programs (AR, etc.).