

## TASA Career Center Rocksprings ISD - Librarian Aide

### Job Details

<b>Region:</b>	15
<b>School District/Employer:</b>	Rocksprings ISD
<b>District Category/Employer:</b>	
<b>Position:</b>	Librarian
<b>Assignment Level:</b>	
<b>Job Title:</b>	Librarian Aide
<b>School:</b>	Rocksprings ISD
<b>Campus Description:</b>	Located where the Texas Hill Country meets West Texas, Rocksprings is a great place. Rocksprings is a class A school district serving about 275 students in grades Pre-K through 12th grade. Our students compete in many UIL Athletic and Academic Competitions including football, cross country, basketball, track, and tennis. The Gilmer Memorial Library serves both the school and the community.
<b>Date Posted:</b>	3/30/2021
<b>Deadline:</b>	
<b>Openings:</b>	1
<b>Commitment:</b>	Full Time
<b>Description/Notes:</b>	<p>Library Program Support</p> <ol style="list-style-type: none"><li>1. Utilize knowledge of collection and resources to advise all patrons.</li><li>2. Assist teachers in finding &amp; using print and digital resources for classroom instruction.</li><li>3. Shelve incoming books, materials, and equipment.</li><li>4. Input, update, and/or manage patron information and digital accounts.</li><li>5. Provide individual instruction and assistance in using technology and digital resources including computers/laptops, audiovisual equipment, Smartphones/devices, websites, databases, and other current technology.</li><li>6. Promote, request, and schedule use of materials from regional education service center, Interlibrary Loan, and other available outside sources.</li><li>7. Prepare displays and assist the librarian in preparing materials.</li><li>8. Promote print and digital literacy through instruction, plan for instruction, and assist in an instructional setting in groups of varying sizes.</li></ol> <p>Accounting and Inventory</p> <ol style="list-style-type: none"><li>9. Operate or oversee the use of the automated circulation system to ensure accuracy.</li><li>10. Collect and maintain records of student fines/prepare parent</li></ol>

notifications as needed.

11. Receive and process books, materials, and equipment and reconcile with packing slips and invoices.

12. Repair books, magazines, materials, and equipment or process for repair at outside facilities (e.g., bindery).

13. Assist in the annual inventory and weeding of library materials.

Student Management

14. Assist librarian and teachers by supervising student behavior and maintaining an orderly atmosphere.

15. Perform assigned student monitoring duties.

Other

16. Supervise library operation in absence of the librarian.

17. Assist with the supervision of parent volunteers and student aides.

**Qualifications:**

Education/Certification:

High school diploma or GED

Special Knowledge/Skills:

Proficient computer skills and use of technological resources

Ability to follow district cataloging system and organization procedures

Effective communication and interpersonal skills

Ability to train and assist students, teachers, and patrons

Experience:

One year experience working with children

One year clerical experience

**Salary Range:**

Per district approved pay scale

**Benefits:**

Life insurance, district housing (if available), health insurance

**How To Apply:**

[www.rockspringsisd.net](http://www.rockspringsisd.net)

Send resume to [kristen.satterfield@rockspringsisd.net](mailto:kristen.satterfield@rockspringsisd.net)

**Contact Person:**

**Name:** James O. Oliver

**Email:** [james.oliver@rockspringsisd.net](mailto:james.oliver@rockspringsisd.net)

**Address:** P.O. Box 157

**City:** Rocksprings

**State:** TX

**Zip:** 78880-0157

**Phone:** (806) 340-8454

**Fax:** (830) 683-4141

