

**PIONEER CAREER AND TECHNOLOGY CENTER
27 RYAN ROAD
SHELBY, OHIO 44875**

**JOB DESCRIPTION
FOR
Part-Time LIBRARY/MEDIA, CAREER DEVELOPMENT AIDE**

QUALIFICATIONS: Qualify for State of Ohio Aide license

RESPONSIBLE TO: Assistant Director of Operations

GENERAL DUTIES: To assist the Library/Media Coordinator with the daily operation of the Pioneer Learning Center and assist Career Development Coordinator(s).

SPECIFIC DUTIES:

- A. Check library materials in and out for students and faculty
- B. Prepare notices for lost/damaged and late books.
- C. Shelve books, magazines and newspapers
- D. Log in mail
- E. Help log in all new materials and make sure they are properly marked and disseminated
- F. Prepare Pioneer scrap book from articles out of newspapers
- G. Do requested clerical work, including computer work and inventories
- H. Maintain showcase displays
- I. Assist teachers and students with library research
- J. Assist teachers and students in use of computer programs including word processing, reference programs, Internet, etc.
- K. Sign out, maintain and operate audio visual/technology equipment
- L. Assist teachers with audio visual/technology equipment, as needed
- M. Assist with inventory at the end of the school year
- N. Repair books
- O. Be in charge of the Learning Center in the absence of librarian
- P. Troubleshoot and assist students and staff with technology problems
- Q. Assist with the maintenance and operation of the Individual Virtual Distance Learning Technology Lab equipment.
- R. Order/process requisitions for the library
- S. Complete Career Development duties as assigned by Administration or Career Development Coordinator(s).
- T. Perform other duties as assigned by the Superintendent and/or his/her designee