

Pine View High School Library Media Center

Student Aide Job Description/Disclosure

Eligibility: Any senior at Pine View High school is eligible to become a library media center aide. The most important assets are good attendance, a good attitude, and a willingness to work.

Duties: Student aides have many duties and responsibilities, many of which take training and dedication to complete effectively.

Be able to manage circulation desks which include

- knowing the circulation policy
- checking out and checking in materials
- assisting other students in finding items in the collection
- placing checked in items back into the collection correctly (a “book test” is given)
- ensuring that circulation policy is followed

Be able to operate all equipment in the student and teacher workroom

- Know how to run the copy machines: Xerox and Risograph (“Riso”)
- be able to change toner, ink, and paper in all machines
- know how to properly use the various paper cutting devices
- know how to properly run the lamination machine
- know how to properly operate/feed the paper into paper folders
- know how to properly operate the stapling and paper punching machines
- know how to run the test scanning machines
- know how to properly use the die-cut equipment
- know how to properly use the comb-binding device
- know how to add paper to the printers/copiers

Be able to complete and deliver jobs

Book maintenance and care

- Identify and set aside damaged materials

Help fellow students with the use and access to the library media center’s materials and links

Attendance: Attendance is probably the single most important factor affecting the evaluation of library media aides. Aides are expected to show up on time every day their “class” meets. The operation of the library media center is dependent upon student aides for smooth day to day operation.

Grading: Grading is done by rubric. The student aide rates their own performance, based on the categories and points possible. The adult staff member working closest to the student then rates the student’s performance. The library Media Center Coordinator (Mr. Kreitzer) then compares the two scores and discusses with the adult assistant any issues relating to a final score. Grading happens at midterm and at the end of the term. A copy of the grading rubric can be found at

https://static1.squarespace.com/static/55a533dde4b0f4ab09d153a2/t/5cd4777ae327870001978050/1557428090888/GradingRubricCurrent_plus_Acad.Participation.pdf