



Library Media Assistant

FLSA Status:

Non-Exempt

Qualifications:

High School diploma (required)

Experience:

Desire to continue career improvement by enhancing skills and job performance

Clearances:

Criminal Justice
Fingerprint/Background
Clearance

Support Staff Salary Schedule:

Range 9

Reports to

Building Principal

Terms of Employment

177 days per year, 7.5 hours per day, with benefits according to Board policy.

Purpose Statement

The job of Library Media Assistant is to provide support to the Library Media Specialist and the library media program and assist in providing a well-organized, smooth functioning environment in which students can take full advantage of the instructional program and available resource materials.

Essential Job Functions

- Maintains an orderly appearance of the library media center.
- Assists in the processing, cataloging and shelving of media materials.
- Assists with the supervision of students
- Assists staff and students in locating and using information, media, and equipment.
- Guides staff and students in the use of the Online Public Access Catalog.
- Provides assistance with the operation of audiovisual software and hardware.
- Organizes instructional materials as directed.
- Generates and disseminates overdue notices.
- Processes serials (including newspapers, magazines, vertical files, etc.) in all formats.
- Assists with the library media center inventory.
- Maintain a working knowledge of Microsoft Office Suite.
- Maintain a working knowledge of the library media center's automated catalog system used to manage collection and circulation.
- Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of a fully licensed teacher.
- Consistent and regular attendance is an essential function of this position.
- Required to use time clocking system for clocking in and out each day they are scheduled to work. Clocking must reflect true time worked.
- Ability to work to implement the vision, mission and values of the district.

Other Job Functions

- Generate confidential and general correspondence, reports, memorandums, forms and statistical data as requested by the library media specialist.
- Assists in training and supervising student assistants and volunteers.
- Assists in the set up and preparation for meetings, presentations, assemblies, programs, and in-services, etc.
- Maintains usage schedules of library media center media materials and equipment.
- Operates the circulation desk.
- Assists the Library Media Specialist in preparation for class instruction.
- Performs clerical duties attached to selection, acquisition, processing, and weeding of library media materials.
- Performs preventive maintenance and minor repairs on media and equipment as directed.
- Demonstrate professionalism and appropriate judgment in behavior, speech, dress, and appropriate professional manner for the work setting.
- Adheres to good safety practices.
- Adheres to all district rules, regulations, and policies.
- Other duties as required or assigned.

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records; and customer service.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: library practices; and computer and Internet operations.

ABILITY is required to schedule activities and/or meetings; often gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with similar types of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: Establishing effective working relationships; adaptability/flexibility; dealing with frequent interruptions; detail oriented; reliability; and good communication skills

Physical Demands

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 30% sitting, 40% walking, and 30% standing.