

MODESTO CITY SCHOOLS

JOB DESCRIPTION

INSTRUCTIONAL MATERIALS ASSISTANT

DEFINITION:

Under the direction of the Principal or site administrator, perform a variety of technical library clerical duties in the acquisition, circulation, maintenance and distribution of books and instructional materials at an assigned high school site; assist students and teachers in the selection, location and use of library materials and equipment; prepare and maintain various records and reports related to assigned activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform a variety of technical library duties in the acquisition, circulation, maintenance and distribution of library books, textbooks periodicals and materials at an assigned high school site; conduct accounting of textbooks, library books, audio-visual, electronic and other related instructional materials; process new library books and instructional materials according to established procedures.
- Provide assistance to students, staff and others in the use of instructional and educational materials; prepare and maintain various records and reports related to assigned activities.
- Assist students and teachers in the selection, location and use of library materials and media equipment; respond to inquiries and provide information to students and teachers; assist students in researching instructional materials for classroom use.
- Circulate library materials; check library materials in and out to students and staff using an assigned computerized system; reply to teacher novel requests and schedule novel checkouts and returns with teachers as assigned; shelve returned books and materials; repair damaged books.
- Prepare and maintain various records and reports related to assigned activities including financial records related to library activities as assigned; input and update student information related to assigned activities in an assigned system.
- Process and receive library materials and equipment orders; prepare materials for introduction into the library materials collection; prepare labels; affix identification, security devices, book jackets and bar-code labels to materials; input related information into assigned computer system.
- Inspect materials for damage; perform minor repairs to damaged books and library materials as needed; arrange for the repair of print and media materials as needed.
- Collect student late fees and prepare related correspondence; issue letters for missing books and materials to parents and District office as needed.
- Perform inventory of textbooks and related materials as assigned; assist in the selection of instructional materials and equipment as assigned.
- Instruct students in proper methods of utilizing library and reference materials; assist students with utilizing computers for research projects; monitor and maintain acceptable student behavior in the library according to established procedures.
- Oversee and provide work direction to student helpers and students completing work contracts to pay off outstanding library-related debts according to established procedures.
- Operate standard office and library equipment including a computer and assigned software.
- Communicate with students, parents, personnel and outside agencies to exchange information and resolve issues or concerns; communicate with warehouse as needed regarding requests and deliveries.
- Maintain a clean and orderly library environment.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school and two years of general clerical or library experience.

Licenses and other Requirements

- Typing certificate evidencing an ability to keyboard at a net rate of 35 words per minute.

Knowledge of:

- Functions, operations and maintenance of middle and high school libraries.
- Library practices, procedures, reference materials and terminology.
- Data entry and retrieval techniques.
- Library cataloging and classification.
- Dewey Decimal Classification System.
- Filing, indexing and inventory procedures.
- Record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Modern office practices, procedures and equipment.
- Operation of standard office and library equipment including a computer and assigned software.

Ability to:

- Perform a variety of technical library duties in the acquisition, circulation, maintenance and distribution of books and instructional materials at an assigned junior high or high school.
- Assist students and teachers in the selection, location and use of library materials and equipment.
- Organize, distribute and store library, textbooks and audio-visual materials.
- Provide general and reference assistance to students and teachers.
- Learn curriculum, reading levels and appropriate reference materials.
- Monitor and maintain acceptable student behavior in the library.
- Process and shelf library materials.
- Inventory, order, receive and assist in the selection of instructional materials and equipment.
- Type and input data at an acceptable rate of speed.
- Maintain files and records.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Complete work with many interruptions.
- Understand and follow oral and written instructions.

WORKING CONDITIONS:

Work Environment:

- Indoor/office/library environment.
- Constant interruptions.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials and monitor student behavior.
- Hearing and speaking to exchange information.
- Sitting or standing for extended periods of time.
- Lifting and carrying moderately heavy objects as assigned by the position.
- Bending at the waist, kneeling or crouching to shelve and retrieve books.
- Reaching overhead, above the shoulders and horizontally to shelve and retrieve books.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Unit Approved: 5/30/08

Board Approved: 6/23/08

FLSA Status: Non Exempt