

MODESTO CITY SCHOOLS

JOB DESCRIPTION

LIBRARY MEDIA ASSISTANT K-6

DEFINITION:

Under the direction of the Principal or site administrator, perform a variety of general and technical library duties in the acquisition, circulation, maintenance and distribution of books, textbooks and instructional materials at an elementary school site; assist students and teachers in the selection, location and use of library materials and equipment.

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 school site; process new library books and instructional materials according to established procedures.
- 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; assist students with age-appropriate reading as required.
- Circulate library materials; check library materials in and out to students and staff using an assigned computerized system; shelve returned books and materials; repair damaged books.
- 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.
- Monitor inventory levels and assist in the selection of instructional materials and equipment as assigned.
- Read age-appropriate books aloud to younger students visiting the library; 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 a variety of standard office and library equipment including a computer and assigned software.
- Communicate with students, personnel and outside agencies to exchange information and resolve issues or concerns.
- Maintain a clean and orderly library environment.
- Assist with library-related events and fundraisers as assigned by the position; assist in creating the library schedule as assigned by the position.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school and one year 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:

- Modern office practices, procedures and equipment.
- Basic library methods, practices, research methods and terminology.
- Basic reference and cataloging techniques.
- Dewey Decimal Classification System.
- Basic instructional methods and techniques.
- Operation of a variety of standard office and library equipment including a computer and assigned software.
- Record keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Basic math.

Ability to:

- Perform a variety of library duties involved in the acquisition, circulation, maintenance and distribution of library books and instructional materials at an assigned elementary school site.
- Assist students and teachers in the selection, location and use of library materials and equipment.
- Check books and materials in and out of the library.
- Maintain library in a neat and orderly condition.
- Process and shelve library materials.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records and files.
- Learn, interpret, apply and explain applicable policies, procedures, rules and regulations.
- Monitor and maintain acceptable student behavior in the library.
- Understand and follow oral and written instructions.
- Complete work with many interruptions.
- Perform basic arithmetic calculations with speed and accuracy.

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.

Cabinet Approved: 4/14/15

Unit Approved: 4/22/15

Board Approved: 5/11/15

FLSA Status: Non Exempt

DRAFT