

## **Library/Media Assistant**

### **Purpose Statement**

The job of Library/Media Assistant is done for the purpose/s of providing support to the instructional program with specific responsibilities for maintaining the library collections at school sites; identifying age appropriate resources for students and teachers utilizing library resources; selecting appropriate items in support of classroom instruction; and performing clerical functions related to collection, processing, circulation, maintenance, and inventory of library materials and/or textbooks.

This job reports to Middle School Principal

### **Essential Functions**

- Assists teachers, students and administrators (e.g. classroom assignments, troubleshooting computer problems, etc.) for the purpose of identifying resource materials for use in classroom and/or class assignments.
- Maintains materials inventory (e.g. library books, library hardware/software, media equipment and related instructional materials, etc.) for the purpose of providing an up-to-date reference and ensuring the availability of materials when required.
- Monitors student activities (e.g. lending of books, etc.) for the purpose of maintaining a safe environment conducive to learning.
- Operates a variety of media production equipment and systems (e.g. program channel, video tape, edit media, duplicate media, etc.) for the purpose of providing media production services.
- Performs circulation activities (e.g. item check-in and check-out, prepare circulation count, lists of overdue items, etc.) for the purpose of controlling the use, location and availability of items in the collection.
- Prepares manual and electronic documents and reports (e.g. collection statistics, scheduling reports/requests, renewal information, overdue lists, textbook orders, fines, costs, etc.) for the purpose of providing documentation and information to others.
- Processes new student library cards, notices of missing, damaged, or overdue books, media and materials for the purpose of providing and/or maintaining access to library resources and securing reimbursement for losses.
- Responds to inquiries of students, staff, parents (e.g. availability of books and lab usage, finding appropriate reference documents, status of overdue fines, etc.) for the purpose of providing information and/or direction as required.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to 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 preparing and maintaining accurate records; adhering to safety practices; and analyzing data.

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; computer and Internet operations; age appropriate activities; assessment instruments and techniques; classroom instructional media and technology; concepts of grammar, spelling and punctuation; cultural differences of student population; knowledge of community resources; school safety and security practices; and stages of child development.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a 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 wide diversity of individuals; 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 may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing effective working relationships; adapting to changing work priorities; communicating with diverse groups; dealing with frequent interruptions; maintaining confidentiality; meeting deadlines and schedules; organizing tasks; setting priorities; working extended hours; working with detailed information/data; working with frequent interruptions; and working effectively as a member of a team.

### **Responsibility**

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to effect the organization's services.

### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 30% sitting, 40% walking, and 30% standing. The job is performed under conditions with exposure to risk of injury and/or illness and in a clean atmosphere.

**Experience:** Job related experience is desired.

**Education:** High school diploma or equivalent.

**Equivalency:**

### **Required Testing**

### **Continuing Educ. / Training**

Continuing Education Requirements  
Maintains Certificates and/or Licenses

### **Certificates and Licenses**

Driver's License & Evidence of Insurability□

### **Clearances**

Criminal Justice Fingerprint/Background Clearance

### **FLSA Status**

Non Exempt

### **Approval Date**

### **Salary Grade**