

Library Media Assistant – School Library

Job Description

- Site: Elementary, Middle, and High School
- Reports To: Library Media Specialist/Principal
- Job Goal (Purpose of Position): To support the mission of the Library Media Program & increase access to library media resources by providing clerical & technical assistance to the Library Media Specialist and assistance to teachers, students and other library users.
- Terms of Employment:
 - Contract length: 175-181 days
 - Work Schedule: 30 minutes before the start of school and 30 minutes after dismissal
 - Salary Schedule: Teacher Assistant

Qualifications:

Education: High school diploma required; some college preferred.

Training or Experience Required: 1 yr. of secretarial or library experience.

Special Skills, Knowledge, Abilities:

- **Communication Skills** (oral, written, or business): Basic communication skills to exchange information, give/receive simple instructions and respond to inquiries; filling out forms; knowledge of grammatical structure, vocabulary for preparing correspondence from rough draft or proofing of completed material; communicates in clear, grammatically correct English.
- **Data Recording/Record Keeping:** Performs data recording/record keeping operations; determines changes which need to be made to existing records, including computerized records.
- **Mathematical Skills:** Performs routine mathematical computations fractions, decimals and/or percentages.
- **Reading and Interpreting:** Must be able to read and interpret routine printed materials such as charts, diagrams, maps, or instructional materials.
- **Business Machines:** Uses business machines including: computers, computerized card catalog systems, laminators, photocopiers, and software for computer circulation & catalog systems & word processing.
- **Office Filing and Retrieving:** Responsible for filing and retrieving books, periodicals, and other media at the media center.
- **Typing Skills:** Typing/keyboarding at 40 WPM at 90% accuracy.
- **Contact with Others:** An incumbent in this position has regular contact by telephone or in-person with library users & with district staff for the purpose of locating materials within their own library and in other libraries. The job requires interpreting and translating facts and information, explaining situations and issues to students, parents, and staff and advising them of alternatives. The library media specialist is available to assist in difficult situations.
- **Supervision exercised:** An incumbent does not supervise but may oversee work performed by student aides or volunteers.

Other Performance Measures:

- Successful performance of the job requires good customer service/people skills to resolve problems and provide information as requested.
- Initiative and effective problem solving are important to the success of the position.

- Ability to follow generally standardized operating policies and procedures.
- It requires following safety guidelines and policies to reduce accident or injury to self or to students.
- It requires following school dress standards, proper attendance or leave policies, and other work-habits concerns.

Essential Job Functions:

1. Assist students and staff in locating and using materials in the library media center by answering questions, gathering materials, demonstrating use of equipment and software and operating AV and production equipment.
2. Perform general secretarial responsibilities including typing, filing, compiling statistics and assisting with financial records; uses computers available in the library media center to accomplish many of these tasks..
3. Maintains the card or computer catalog, shelf list and other library media files; includes data entry for automated circulation and catalog systems..
4. Inventories and maintains equipment; includes changing lamps and other easily replaced parts, performing preventive maintenance through cleaning and lubricating, preparing equipment to be sent for repair, maintaining repair records and inventories..
5. Circulates library materials; includes checking materials in and out, sending overdue announcements and maintain overdue records; schedules the use and delivery of audio visual materials and equipment.
6. Maintains the library collection; includes shelving books, reading shelves, adding and withdrawing items, mending and repairing items, preparing books for the bindery and assisting with inventory. Assists in the maintenance of the computer software collection.
7. Assist with the ordering and processing of materials and equipment; includes typing orders, maintaining the consideration and order files; engraving new equipment and processing materials. Maintains supply inventory and assists in the preparation of supply orders.
8. Maintains a clean, orderly and attractive environment; assist in the preparation of displays.
9. Performs other duties as assigned.

Physical/Mental Requirements and Working Conditions:

This is an office/clerical job. Other than those physical/mental requirements included within the essential functions: Must be able to communicate on the telephone. Must be able to get around the media center, locate and retrieve or shelve books or materials. There is constant standing and walking; frequent bending/stooping, squatting/crouching, and reaching above the shoulder to shelve books and to stand on step ladder/stool. There is occasional carrying and lifting of up to 50 pounds to receive and handle book orders, moving damaged equipment, lifting and moving audio-visual equipment and moving library furniture.