

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 overseeing the computer lab.

This job reports to Principal

Essential Functions

- Assists teachers, students and administrators for the purpose of identifying resource materials for use in classroom and/or class assignments.
- Assists in maintaining materials inventory (e.g. library books, library hardware/software equipment, related instructional materials, etc.) for the purpose of ensuring the availability of books and library materials when required.
- Collaborates with classroom teachers for the purpose of assisting with the implementation of student intervention and enrichment activities.
- Maintains a clean, safe and pleasant work environment for the purpose of providing students a greater opportunity to achieve.
- Monitors and maintains the school technology integration program for the purpose of maintaining the inventory of school wide audio/visual equipment, one to one student devices, and promoting digital citizenship and appropriate use of technology.
- Operates a variety of media production equipment and systems for the purpose of providing media production services.
- Orders supplies and equipment for the purpose of ensuring availability as needed.
- Participates in collegial meetings, inservice training, workshops, etc when available for the purpose of conveying and/or gathering information required to perform functions.
- Performs circulation activities (e.g. item check-in and check-out, prepare circulation count, lists of overdue items) 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 library books, periodicals, software and related media materials (e.g. logging into master files; barcoding, shelving, producing required reports, etc.) for the purpose of providing students and staff with required materials.
- Recommends books and/or periodicals for retention within collection (e.g. retirement of books and/or periodicals, etc.) for the purpose of ensuring the availability of books and library materials.

- Repairs books and materials for the purpose of ensuring the availability of books and library materials.
- Responds to inquiries of students, staff, parents (e.g. availability of books, finding appropriate reference documents, status of overdue fines, etc.) for the purpose of providing information and/or direction as required.
- Supervises student activities in library and multimedia areas for the purpose of maintaining an environment conducive to learning.
- Works collaboratively with the district library media specialist and classroom teachers for the purpose of assisting in the delivery of lessons designed around multimedia curriculum, and to support literacy instruction.

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 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; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and understand 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; gather and/or collate data; and use job-related 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 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. Some problem solving may be required to identify issues and select 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; ability to work with students in an educational setting.

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 affect 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, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, 30% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience is desired.

Education (Minimum): High school diploma or equivalent.

Education (Preferred):

Required Testing

Proof of Highly Qualified status (48+ transcript credits)

Certificates and Licenses

None Specified

or completion of ParaPro assessment test

Continuing Educ. / Training

Continued Professional Development

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

6/20/2020

Revised Date

Salary Grade