

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

05/16	<u>LEAD LIBRARY MEDIA ASSISTANT</u>	2.13.6
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Primary Function:

To improve student achievement by performing duties associated with library print and non-print circulation; audio-visual equipment scheduling, distribution, and use; computer lab use; student aide and volunteer coordination. Assists students, staff, parents, and the general community in the use of a school site Library Media Center.

Supervised By:

Library Media Program Coordinator(s), Program Associate, and/or Director

Essential Functions:

- E-1 Provides leadership in library media program design, development and coordination.
- E-2 With support and guidance from supervisor, develops and delivers resources and supports to support library media programs in schools/sites.
- E-3 Provides development, support, maintenance, and training for library media databases and programs.
- E-4 Attends meetings with Program Associates and other staff upon request.
- E-5 Represents the Program Associate/Coordinator/Director as requested for selected functions and professional tasks within and outside the district.
- E-6 Advises the Program Associate/Coordinator/Director in matters of program management and planning.
- E-7 Serves as a resource to:
 - Administrative Leadership
 - Program Assistants, Instructional Coaches, Teachers, and Instructional Assistants
 - Library Media Assistants
 - Parents/Community
 - Other Educational Agencies
- E-8 Communicates to District staff, parents and community.
- E-9 Designs and delivers professional development.
- E-10 Collaborates with staff across departments and disciplines.
- E-11 Analyzes program data to inform the work.
- E-12 Supports the implementation of the district curriculum, instruction, and assessment.
- E-13 Supports the implementation of State and Federal requirements.
- E-14 Follows specified standards, policies and procedures of the building and District.
- E-15 Follows a work plan:
 - Self-developed (may develop and monitor a budget or other resources) or Coordinator-developed.

Additional Functions

- A-01 Performs other duties as assigned.

Minimum Qualifications:

Knowledge of:

- Correct English usage, vocabulary and spelling
- Alphabetical, numerical and, library filing systems and Dewey Decimal system
- Basic computer programs- MS Word, Excel and PowerPoint
- Basic audio-visual equipment terminology and function
- Basic library/media methods, practices and terminology
- A variety of literature including: non-fiction, biographies and young adult and children's literature
- General clerical principles and practices
- Basic mathematics

Ability to:

- Provide basic instruction and guidance to students using educational computer hardware and software, including: MS Word, Excel, PowerPoint and online databases
- Organize and prioritize a wide range of tasks and select work methods which allow for the timely and accurate completion of tasks
- Be self-directed and perform duties for extended periods of time in the absence of an immediate supervisor
- Demonstrate the operation of audio/visual equipment, including LCD projectors, televisions, document cameras and DVD players
- Perform duties efficiently in an environment subject to frequent interruptions
- Assist students and staff in locating books and online materials at an appropriate reading and interest level
- Enjoy working in a student environment.
- Perform a wide variety of library/media and clerical work of moderate difficulty and complexity
- Understand and carry out oral and written directions
- Type and spell with accuracy
- Assist library patrons in the use of library/media materials and services
- Read and write at a level required for successful job performance
- Operate a computer to accurately input and retrieve data
- Establish and maintain effective working relationships with those contacted in the course of work
- Monitor and correct student behavior as needed

Experience and Training

- Three (3) years of experience as a school-based library media assistant or other library support professional, or equivalent training and experience which would provide the necessary knowledge, skills, and abilities.

Work Environment

Climate controlled media center/library setting.

High level of contact with school personnel and students

Physical Requirements

Mobility to work in a typical media center/library setting and use standard office equipment.

Frequent reaching, handling, fingering, talking and hearing. Stamina to frequently move from sitting position to standing, walking, stooping and kneeling. Vision to read printed materials and computer screen or other monitoring devices. Hearing and speech to communicate in person and on the telephone.

Strength: Medium – Exert force to 20-50 pounds occasionally and/or 10 to 25 pounds of force frequently, and/or 10 pounds of force constantly to move objects. May involve significant time moving equipment, carts and books.

Intermittent bending, twisting, squatting kneeling, crawling, climbing stairs, reaching. On feet throughout the day. Work effectively in an environment which can be both physically and emotionally fatiguing.

Minimum Term of Employment:

260 Days

Salary Level:

Placement on the current Salem-Keizer Public Schools classified employee salary schedule.

Evaluation:

Performance of this position will be evaluated according to the District's process for evaluation of classified personnel.

I am willing and able to perform the duties of this position as described in this job description:

Signature: _____

Date _____

Print Name: _____