

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

7/09	LIBRARY MEDIA ASSISTANT	2.13.1
Effective Date	Job Title	Index

PURPOSE

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.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from an assigned licensed teacher or the school principal. Methods of performing tasks are the responsibility of the employee and are to be performed within the established policies. Work is reviewed only periodically to assure compliance to standards and measured results.

ESSENTIAL FUNCTIONS OF THE JOB - May include, but are not limited to, the following:

Staffing the circulation desk, checking library/media materials in and out, maintaining circulation records and assisting patrons with the location of materials in catalogues and on shelves.

Coordinating and reviewing the work of student and volunteer aides; train aides in library procedures.

Placing audio-visual equipment orders, processing incoming and outgoing equipment, and maintaining master schedule of equipment use; distributes and collects audio-visual equipment; trains staff and students in the use of audio-visual equipment; operates equipment, as requested; troubleshoot operation problems, makes minor repairs and performs preventative maintenance on equipment; notifies audio-visual center of major mechanical problems.

Supervising student use of computer lab; loading programs, demonstrating use of computer hardware and software; explaining assignments, assisting students with procedures, maintaining order and cleanliness in computer lab.

Processing new print and non-print materials for cataloging and shelving; assisting in managing the ongoing circulation of all Library Media Center resources.

Preparing and distributing overdue and lost material notices.

Completing an annual inventory of print and audio-visual Library Media Center resources.

Performing a variety of general clerical duties, including typing and filing; entering, updating, and retrieving data using a computer.

Salem-Keizer Public Schools
Library Media Assistant (Continued)

Answering reference questions.

Repairing library/media books, textbooks and other materials.

Assisting the Library Media teacher in the effective distribution and management of textbooks within the school.

Maintaining regular and consistent attendance and punctuality.

Performing related duties consistent with job description and assignment.

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

Salem-Keizer Public Schools
Library Media Assistant (Continued)

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

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the required knowledge and abilities would be:

Experience:

Two years of responsible clerical and/or administrative support experience in an environment with some exposure to the operation of a library center.

Training:

Equivalent to the completion of the twelfth grade.

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.

Salem-Keizer Public Schools
Library Media Assistant (Continued)

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.

Salem-Keizer School District is an equal opportunity employer.

Position: Library Media Assistant

I am willing and able to perform the duties of this job:

Signature: _____

Date: _____

Print Name : _____