



**POSITION DESCRIPTION
ST. ANTHONY-NEW BRIGHTON PUBLIC SCHOOLS**

SECTION I: GENERAL INFORMATION

Position Title: Media Center Assistant	Department: Media Center	Bargaining Unit: Clerical
Immediate Supervisor: Principal	Comparable Worth Rank:	FLSA Status: Non-Exempt

Job Summary:

Under the direction the Principal and guidance of the Library Media Specialist, the Media Center Assistant is responsible for receiving, processing and shelving print and non-print materials; assisting students and staff in locating and selecting appropriate materials; supervising students in the Media Center; assisting in assembling materials to provide support with specific class assignments; ordering print and non-print materials identified by the Library Media Specialist; assisting in shelving and organizing media materials; and performing other duties under the guidance of the Library Media Specialist.

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists in organizing and implementing Media Center operations and activities. Performs such duties as:
 - a) Circulates media center materials and resources.
 - b) Shelves new books, returned books or re-shelves materials in their proper location.
 - c) Prepares and enters new media materials into the library’s system.
 - d) Assists students and staff in checking out books and other Media Center materials.
 - e) Assists students and faculty in locating and selecting appropriate materials for class assignments or special projects.
 - f) Assists students 1:1 in reinforcing basic library skills and use of library equipment, reference sources and catalogs.
 - g) Weeds out worn or outdated media materials from the collection.
 - h) Repairs materials and books, as needed.
 - a) Maintains a clean and orderly work environment within the Media Center.
 - i) Inventories collections, as needed.
 - j) Sets up media equipment, as requested.
- Supervises student activities in the Media Center and labs. Monitors student behaviors and enforces Media Center rules and consequences.
- Provides and performs administrative support functions for the Media Center such as:
 - a) Maintaining and updating schedules for computer lab use.
 - b) Orders supplies, print and non-print materials. Prepares purchase orders.
 - c) Tracks department budget and expenditures.
 - d) Checks out media equipment for staff.
 - e) Answers department phones, answers questions regarding department operations.
 - f) Assists in copying materials and laminating materials.
- Performs other duties of a comparable level or type, as required.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:			
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)	
	less than high school diploma		Major field of study or degree emphasis:
x	High school diploma or GED.		
	1 year college	2 years college	
	3 years college	4 years college	
	1st year graduate level		Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:
	2nd year graduate level		
<ul style="list-style-type: none"> • Knowledge of district policies, guidelines, rules or philosophy pertaining to discipline and appropriate student behavior and consequences. • Library and Media Center operation, organization and routines. • Basic understanding of school computer systems and basic understanding of computer operations relevant to library science and its specialized circulation and catalog software. • Organization of resource materials and uses for various research databases, and online resources used in researching materials. • Internet search engines. • Basic office procedures, equipment and operations. • Basic knowledge of cataloging and processing of media materials. • Knowledge of media collection, digital and print. 			
Required Work Experience in Addition to Formal Education/Training: Minimum of 1 years related experience working with youth in an educational setting.			
LICENSE/ CERTIFICATION		Identify licenses/certification required: No specific licenses or certification required to gain entry into the classification.	
ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK		Skilled in: <ul style="list-style-type: none"> • Operating and maintaining media center equipment. • Using reference materials and performing internet research; research techniques. • Cataloging, circulation, and bibliographic techniques. • Repairing books. • Basic math skills. • Performing duties under minimal supervision and direction. • Excellent interpersonal skills with children and adults. • Excellent verbal and written communication skills. • Ability to multitask. 	



- Supervising student behavior in accordance with media rules and guidelines.
- Basic mathematics.
- General typing or keyboarding skills.
- Learning and using circulation software system, equipment and any other specialized software utilized in the Media Center.
- Maintaining and updating media center files and records accurately.
- Maintaining the organization and appearance of the Media Center.
- Maintaining department records, files, statistics and reporting requirements.

HAZARDOUS WORKING CONDITIONS

Unusual or hazardous working conditions related to performance of duties:
 Work is performed typically in a school and library setting. Work environment presents no risks or hazards associated with the work. Employee may be subject to disagreeable human interactions and disagreements due do to the enforcement of media center rules and procedures.

PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)

Physical Activities	Amount of Time Spent				Lifting/Forcing Exerting	Amount of Time Spent			
	None	1/3 Less	1/3 to 2/3	Over 2/3		None	1/3 Less	1/3 to 2/3	Over 2/3
Stand			X		Up to 10 lbs			X	
Walk			X		Up to 25 lbs	X			
Sit				X	Up to 50 lbs	X			
Use hands to finger, handle or feel				X	Up to 100 lbs	X			
Reach with hands and arms			X		Over 100 lbs.	X			
Climb or balance	X								
Stoop, kneel, crouch or crawl		X							
Talk or hear				X					
Taste or smell		X							

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Sedentary Work:

Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head's Signature

Date

Classification History:

Prepared 4/2015 by BCC. Updated 6/2015

