

SCHOOL DISTRICT OF LODI
Administrative Assistant Position Description – Level I

(A) 9/9/19

POSITION TITLE: Library Media Center Assistant
REPORTS TO: Library Media Specialist, Building Principal

POSITION SUMMARY

The main responsibility of a Library Media Center Assistant is to maintain a welcoming, creative, and orderly meeting space for students and faculty while providing skilled and attentive circulation desk service. The Library Media Center Assistant supports the Library Media Specialist in the delivery of 21st century library programming.

EDUCATION and/or EXPERIENCE

High School Diploma; Higher education preferred
2 or more years of library or similar clerical experience
Proficiency with Google Suite and iPads
Technological aptitude and troubleshooting capabilities
Experience working with children
Passion for literacy

SKILLS AND QUALIFICATIONS

1. Excellent oral and written communication skills
2. Flexible, high-energy, and positive demeanor
3. Organizational skills
4. Ability to work independently
5. Ability to receive direction from the Library Media Specialist
6. Ability to manage classroom behavior
7. Ability to connect interpersonally with students
8. Proficient use of various software systems
9. Ability to participate as a team player in realizing School District of Lodi vision and goals
10. Commitment to improving literacy for all kids
11. Ability and willingness to learn library cataloging skills
12. Ability and willingness to learn to troubleshoot technology problems and organize A/V set up
13. Commitment to creating a welcoming, active, emotionally secure, and organized learning environment for kids.

ESSENTIAL JOB FUNCTIONS OF THE LMC ASSISTANT

1. Staff the circulation desk so LMC is open and accessible
2. Complete opening and closing procedures for library each day
3. Understand all aspects of circulation software and troubleshoot issues
4. Circulate books and equipment
5. Shelf or store returned library materials

6. Catalog materials
7. Wrap, tape, repair books
8. Maintain, repair, or request repairs as needed on other LMC circulated equipment
9. Maintain LMC calendar
10. Keep LMC shelves and furniture clean and orderly
11. Organizer interlibrary loans as necessary
12. Pull materials that teachers or LMC specialist request
13. Assist with 1:1 technology (iPads and/or chromebook) charging, maintenance, and repair workflow
14. Check out and/or charge loaner chromebooks
15. Assist teaching assistants with copying and scanning
16. Understand and maintain printer and copier. Seek help when needed.
17. Curate and rotate displays/bulletin boards
18. Complete online maintenance request forms for lmc room needs
19. Disinfect tables during cold and flu season
20. Actively supervise students in the library
21. Suggest purchasing of materials based on need
22. Stay up to date on school technology
23. Actively seek and advocate for training
24. Assist LMC specialist by completing assigned tasks and seeking and fulfilling tasks independently
25. Read and/or be familiar with age appropriate literature, apps, and A/V materials to suggest materials for students.