

Library Media Assistant



Purpose:

The Library Media Assistant (LMA) independently oversees the primary functions of the school library media center including student supervision and the circulation, organization, and maintenance of the library materials. The LMA supports students and staff in the use of print and digital media. The LMA independently provides supervision for small groups or whole classes without direct teacher supervision. The LMA maintains classroom management and discipline and leads planned activities to ensure that the school maintains a safe and orderly environment.

Reports to: Principal or Assistant Principal

Supported by: District Library Services TOSAs who select and purchase library materials, provide library training, and support elementary LMA's with class activity recommendations.

Nature & Scope:

The Library Media Assistant (LMA) performs work of a variable nature in accordance with established procedures and guidelines to maintain a diverse and appropriate library collection. The LMA performs work independently with small and large groups of students. This work is physically removed from the Teacher. The nature of the work follows established classroom procedures, school procedures, and district regulations. The incumbent interfaces and problem-solves with students, teachers, administrators, colleagues and parents. Because this job involves continuous interaction with students, the position requires a high level of professional decorum, calm, and ability to act as a role model to young people. The incumbent does not have grading responsibilities, but adapts the activities for the needs of the students in their charge. The incumbent does not supervise other employees, but may provide guidance and assistance to regular, temporary and substitute employees, volunteers, and student helpers, as required.

Essential Job Functions:

1. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's mission.
2. Assist all patrons in the location and use of library materials and technology.
3. Independently supervise and work with students in small groups or entire classes by providing direction and maintaining order.
 - At the elementary level, this may include preparation for and delivery of whole class activities, which may be a part of the specials rotation schedule no more

than 50% of the time. At the elementary level supervision is included in the 50% of activity time. The other 50% is used for task time in the library.

- Lead the provided and suggested read aloud and class activities and assist students where needed.
 - Monitor and oversee student tasks.
 - Adjust to variation of grade levels in activities presented.
4. Work with staff to locate instructional materials for classroom use.
 5. Provide for an organized library media center by processing, circulating, inventorying, maintaining, repairing, and shelving materials and resources.
 6. Circulation of books and equipment, including textbook check-in and check-out.
 7. Helps to maintain a relevant library collection by identifying collection needs and providing input to the building administrator and District Library Services.
 8. Assure an orderly and organized flow of materials by utilizing the computerized library circulation system to manage patron accounts, overdue and lost items.
 9. Maintain a welcoming, respectful working and learning environment in the library media center. This could include but not limited to setting up work areas, media promotion displays, requesting supplies and materials.
 10. Coordinate and train community volunteers and student assistants in library tasks to support the needs of the library.
 11. Supervises a variety of student activities including playground, cafeteria, bus loading, field trips, and other areas where students gather.
 12. Encourages acceptable student behavior and maintains classroom management using appropriate discipline, when needed. Guides and reinforces student understanding of school rules and procedures as well as library expectations of behavior, routines, and structures.
 13. Assists students by answering questions, providing proper examples, and offering general guidance.
 14. Performs a variety of clerical duties using basic office equipment, computers, word processing software, spreadsheets, library and classroom software, and classroom computer programs:
 - a. Inventory
 - b. Requesting orders
 - c. Generating computer documents and duplicating materials
 - d. Preparing lists and other documents, processing forms and applications
 - e. Maintaining student records and files, as directed
 - f. Assembling materials
 - g. Accounting for students
 - h. Making phone calls or emailing of a general nature to parents
 - i. Compiling information and materials and preparing reports as requested
 15. Works with accuracy and attention to detail to meet deadlines.
 16. Understands and executes oral and written instructions, policies, and procedures.
 17. Maintains confidentiality.
 18. Maintains effective working relationships with other members of the custodial staff, school personnel, students, and parents. Effectively works and communicates with students,

parents, and staff from diverse cultures or backgrounds including those who speak limited or no English.

19. Complies with all procedures outlined in the *Code of Professional Conduct* and *Annual Notices for Education Practitioners, Teachers, Support Staff, Administrators, Substitutes Handbook*, other Beaverton School District policies and procedures, and all required District and department training.

The statements contained above reflect general details as necessary to describe the principal functions of this job but should not be considered an all-inclusive listing of work requirements. Individuals may at times perform other duties as assigned which could include work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

Required Qualifications:

1. Must possess high school diploma or equivalent.
2. Must have 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:
 - a. One year of general library experience.
 - b. Two years of previous training and experience in the field of education and behavior management working with students is desired.
3. Must pass a criminal background check.
4. Must possess an understanding of child development principles and practices.
5. Must be able to communicate effectively with other employees and students using tact, courtesy and good judgment.
6. Must be able to collect data and perform basic mathematical functions.
7. Must be able to communicate in written and spoken English with accuracy and attention to detail. Ability to understand and execute oral and written instructions.
8. Must be able to operate standard office equipment such as computer, word processor, calculator, photocopier as well as functions of e-mail.

Working Conditions:

The Library Media Assistant works primarily within the library and other areas of the school building and grounds where students may congregate. Although the primary work is indoors, the Library Media Assistant may also work outdoors supervising students, in variable weather conditions including inclement weather.

The incumbent must be able to stand and/or walk for long periods of time. The incumbent must be able to observe multiple students across large and small physical spaces and attend to individual student's needs while ensuring that other students are not unattended. The incumbent will need to walk quickly at times, and assume various physical postures associated with instruction and caring for students, including:

- a. Sitting
- b. Pushing and pulling
- c. Lifting up to 50 lbs.
- d. Bending, stooping, twisting, kneeling, reaching

e. Speaking and hearing often in a noisy environment

Potential exposures include, but are not limited to: blood-borne pathogens; aggressive behavior from students; cold and hot temperatures; and inclement and severe weather. The position involves high level of interaction with children from multiple and diverse backgrounds, many of whom have particular or unique physical and affective needs. Travel to multiple sites may be required. Occasional attendance at meetings or activities outside of the normal worksite may be required.

Work Year: 10 month plus

Bargaining Unit: OSEA

FLSA Status: Non-Exempt

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The Beaverton School District recognizes the diversity and worth of all individuals and groups. It is the policy of the Beaverton School District that there will be no discrimination or harassment of individuals or groups based on race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veterans status, genetic information or disability in any educational programs, activities or employment.