

LOS ALAMITOS UNIFIED SCHOOL DISTRICT
Office of the Personnel Commission

CLASS TITLE: MEDIA CENTER ASSISTANT — HIGH SCHOOL

BASIC FUNCTION:

Under the direction of the Principal, assist a media center teacher in performing tasks in library or media work; to assist students and staff in learning to use the library and media materials at the high school; and to perform related work as required.

REPRESENTATIVE DUTIES:

1. Handle and supervise the library and textbook circulation procedures including, preparing overdue notices, collection of fees and fines, previewing materials, keeping records of equipment loans and returns. Handles and supervises the collection and recordkeeping of all other schoolwide fees as determined necessary by the Principal.
2. Assist staff in locating and preparing instructional resources for student use.
3. Assist students in learning library skills and conduct training sessions using online programs and additional visual/manual resources.
4. Perform a variety of clerical duties such as answering telephones, requesting IMC materials, checking books in and out, typing correspondence, cards, labels, overdue notices and a variety of other materials; maintain records, files, barcodes and textbooks as necessary.
5. Maintain accurate files and inventories of textbooks, library books, audiovisual hardware and software.
6. Maintain accurate up-to-date computerized textbook, circulation and catalog system.
7. Review, select, and initiate orders for all textbooks.
8. Implement established procedures, and prepare work schedules for student assistants and parent volunteers.
9. Perform minor repairs on library, textbook and audiovisual materials.
10. Prepare displays, learning centers and collections of instructional resources.
11. Train volunteers.
12. Perform a variety of clerical, technical, and artistic work involved in the operation of a high school media center.
13. Monitor and assist students and teachers in computer applications and internet usage.
14. Perform other related duties as assigned.

KNOWLEDGES AND ABILITIES:

KNOWLEDGE OF:

Basic office procedures

Correct English usage, spelling and penmanship

Library media concepts, vocabulary and artistic expression

Recordkeeping techniques

Interpersonal relations skills using tact, patience and courtesy

Operations, procedures and equipment of a media center

ABILITY TO:

Perform clerical work using independent judgment
Apply specific rules and procedures used in a library setting
Operate standard office equipment and a variety of audiovisual/computer equipment
Make minor repairs to a variety of audiovisual/computer equipment and books
Understand and carry out oral and written instructions
Maintain cooperative working relationships with those contacted in the course of work
Operate a computer
Work confidentially with discretion
Communicate effectively both orally and in writing
Learn the procedures, functions and limitation of assigned duties
Operate computer programs such as Microsoft Word and Power Point

EDUCATION AND EXPERIENCE:

Equivalent to completion of the twelfth grade; supplemented by course work in library, media or curriculum; two years of library or media experience, preferably including some experience in an educational setting; or any combination of training and experience that could likely provide the desired knowledge and abilities.

WORKING CONDITIONS:

Media Center environment subject to stand, walk, sit, kneel, squat, crawl, stoop and bend; lift, carry, push or pull up to 50 lbs.; work at computer requiring close/distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus and see small details; occasionally work on projects involving repetitive twisting/pressure involving wrists and hands or arms above shoulder level; exposed to minor contagious illnesses (e.g. colds, flu.)

SALARY RANGE: 51

ADOPTED BY PERSONNEL COMMISSION: October 18, 2001
ADOPTED BY BOARD OF EDUCATION: November 26, 2001