



## **Site Library Media Assistant**

### **DEFINITION:**

Under supervision, assists students in the proper use of the Media Center materials; performs a variety of routine library clerical work, serves as a resource to staff, students and parents.

### **DUTIES:**

Instructs students in the proper use of library resources; check-in/out books, textbooks, and audio-visual equipment and answers questions; research for purchase of books, equipment, and related resources and materials for library-media center; inventories and re-shelves books; assists students in use of electronic circulation system; prepares weekly overdue book list; collects donations and overdue funds; inputs book catalog information via barcoding and data entry; makes displays and bulletin boards; repairs books; checks stock for books to be rebound; complete reports; assists students in securing reading and audio-visual materials appropriate to their reading level and interest; selects and recommends books and audio-visual materials from the library to parents or to teachers for classroom use; conducts inventories; records use of audio-visual materials; maintain discipline and order in the Media Center; performs related duties as assigned.

### **EMPLOYMENT STANDARDS:**

#### **Knowledge of**

- basic library terminology and standard library practices and techniques
- electronic circulation system
- familiarity with the Dewey Decimal System
- modern office procedures and equipment, including use of computer
- proper English usage, spelling, grammar, punctuation and arithmetic

#### **Ability to**

- establish rapport with students, staff and parents and maintain their confidence and respect
- perform routine clerical work and learn the working procedures of a media center
- follow oral and written instructions
- meet the public tactfully and courteously and answer questions over the counter and by telephone
- maintain discipline in a media center

- type accurately
- to learn computerized circulation system

## **Experience**

- six (6) months clerical experience, preferably in clerical library work
- some experience in working with children

## **Education**

- equivalent to completion of twelfth grade
- coursework in library and media center instruction desirable
- must pass the Encinitas Union School District Instructional Aide proficiency test as required by State law.

## **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee frequently is required to stand and reach with hands and arms. The employee is occasionally required to walk; sit; and stoop, kneel, crouch, or crawl.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

Range: 9.5

Board Approved: June 19, 2018