



## Classification Specification

### LIBRARY/MEDIA ASSISTANT

<b>Department:</b>	Instructional Assistance/Media
<b>Reports To:</b>	Library/Media Specialist
<b>Supervises:</b>	N/A
<b>Approval Date:</b>	June 24, 2020
<b>Revised Date:</b>	2010, 2020

#### **General Description:**

Perform a variety of clerical library duties related to the operation of the school library and media center involving in the acquisition, circulation, maintenance and distribution of library books and instructional materials at an assigned school site; assist students and teachers in the selection, location and use of library materials and equipment.

#### **Essential Duties and Responsibilities:**

- Perform a variety of tasks related to the processing, distribution, and care of library/media center books and materials; process new library and media materials; maintain inventory of books, supplies and media equipment; make minor repairs to books.
- Prepare, revise, and distribute media catalogs.
- Provide technical support for instructional technology in the media center and classroom.
- Assist students and teachers in the selection, location and use of library/media center materials equipment and software programs; respond to inquiries and provide information to students, parents, and teachers; assist students in researching instructional materials for classroom use.
- Circulate library materials; check library materials in and out to students and staff using an assigned computerized system and bar code scanner; shelf returned books.
- Receive, fill, and distribute orders for media center materials; prepare and gather information and resources for instruction as requested by staff.
- Assist in organizing and supervising the checkout of textbooks to students and staff at the beginning of the school year, before school starts, during the year, and at the end of the school year.
- Collect and process monies for books and fines.
- Assist students with utilizing computers for research projects.
- Monitor and maintain acceptable student behavior.

- Operate and demonstrate the use of various media equipment including computers and audio-video equipment to classes and individuals.
- Make minor repairs and maintain media equipment and computer networks as necessary; provide upgrades as needed.
- Install software on computers at assigned schools.
- Orient students and staff in the use of the computer lab and instructional materials, including LCD projectors and interactive white board system.
- Work cooperatively with staff to maintain technology equipment, software updates and internet security at the site.
- Operate office machines and other equipment necessary for the operation of the library/media center; assist in the management of library/media center computer lab inventory.
- Ensure proper functioning of computer hardware; troubleshoot, diagnose, and repair a variety of computer issues; refer more complex repairs to the Technology Services department.
- Assist teachers access and utilize instructional computerized systems; make routine connections with computers, printers, and district network services.
- Assist with Interactive white board systems; clean and replace projector filters.
- Assist in the development of procedures for general and ongoing maintenance of computers.
- Organize and prepare library displays, decorations, and bulletin boards; maintain a clean and orderly library environment.
- Unlock/lock and secure media center and library.
- Perform a variety of clerical duties in support of the operation of the library/media center.
- Operate a variety of office, audio-visual and library equipment including a computer and assigned software.
- Maintain a variety of records and reports related to library books, instructional materials, student information, inventory, recurring connectivity issues and assigned activities; establish and maintain filing systems.
- Communicate with personnel and outside agencies to exchange information and resolve issues or concerns.
- Perform other duties as required, related to the primary job duties of the assigned position.

**Required Qualifications:**

**Knowledge of:**

- Modern office practices, procedures and equipment.
- Basic library methods, practices and terminology.
- Basic reference and cataloging techniques.
- Basic instructional methods and techniques.
- Record keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Basic research methods.
- Basic computer and software troubleshooting techniques.
- Computer programs, including word processing and data base management.
- District procedures for ordering, receiving, maintaining, and distributing library/media materials and equipment.

- Dewey Decimal System and Sears list of subject heading.

**Ability to:**

- Perform a variety of clerical library duties involved in the acquisition, circulation, maintenance and distribution of library books and instructional materials at an assigned school site.
- Assist students and teachers in the selection, location and use of library materials and equipment.
- Check books and materials in and out of the library.
- Maintain library media center in a neat and orderly condition.
- Type or input data accurately.
- Process and shelve library materials.
- Communicate effectively both orally and in writing.
- Maintain records and files.
- Operate a variety of office equipment including a computer and assigned software.
- Learn, interpret, apply and explain applicable policies, procedures, rules and regulations.
- Monitor and maintain acceptable student behavior in the library.
- Troubleshoot and make minor repairs on computer systems, including basic hardware and software installation.
- Read documents written in standard English text.
- Work independently and follow through on assignments with minimal direction.
- Compile and maintain inventory of library/media center materials.
- Understand and carry out oral and written instructions.
- Maintain a cooperative relationship with those contacted in the course of work.

**Education:** One of the following: High school graduation or equivalent GED and the successful completion of a comprehensive exam in the areas of reading, math, and written language, or completion of an Associate of Arts (AA) degree, or 48 units of course work at the college level.

**Experience:** One (1) year of clerical or library/media experience.

**Licenses, Certifications, and other requirements:**

- Successful completion of an exam that assesses the individual's ability to work with children.
- Proof of current and valid Tuberculosis screening.

**Desirable Qualifications:**

- Supplementary courses or training in library, media, or computers is desirable, but not required.

**Working Conditions:**

**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.

- Indoor/library media center work environment.
- Moderate noise levels.
- Contact with students, teachers, parents, and staff.
- Fast-paced work environment with changing priorities.

**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 the individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to:

- Stand and/or walk for extended periods of time.
- Work sitting at a desk or table.
- Hear and understand speech at normal levels.
- Communicate so that others can clearly understand normal conversation.
- See for the purpose of reading or observing students.
- Bend, stop, kneel, and reach in all directions.
- Operate computers and other office equipment.
- Lift and/or move objects up to 50 lbs. in weight.
- Stand on a ladder up to 4 feet off the ground.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.