

# WAUNAKEE COMMUNITY SCHOOL DISTRICT

## LMTC ASSISTANT

### Job Description

#### QUALIFICATIONS:

- 1) High school diploma (additional related training desirable but not required)
- 2) Knowledge of library media programs.
- 3) Computer keyboarding skills, secretarial and clerical skills.
- 4) Ability to operate office machines such as computer, copier, and fax machine.
- 5) Ability to assume responsibility, display initiative, and exercise good judgment.

REPORTS TO: LMTC Director

#### GENERAL RESPONSIBILITIES:

Assist in providing a well-organized, smooth functioning LMTC environment in which teachers and students can take full advantage of available resources. The assistant shall also assist in providing services which help teachers instruct children through the use of educational media. Properly handle confidential matters relating to students, student records, parents, staff and any other school-related issues.

#### ESSENTIAL FUNCTIONS:

- 1) Type and process inventory cards for all textbooks (if applicable).
- 2) Unpack and check in materials according to purchase order.
- 3) Verify invoices.
- 4) File all catalog cards and shelf list cards for new books for teacher and student needs. Maintain computer catalog maintenance of all resources.
- 5) Answer phone and route incoming calls appropriately.
- 6) Maintain supplies for teacher work area.
- 7) Maintain computer list of overdue books. Send out overdue notices.
- 8) Assist teachers and students in checking out and checking in AV equipment.
- 9) Handle minor maintenance problems such as bulbs, needles, extension cords, etc.
- 10) Keep inventory up to date for all AV equipment.

- 11) Assist in video taping needs.
- 12) Assist with opening and closing the LMTC including turning on all equipment, running reports, etc..
- 13) Set up displays, bulletin boards, etc.
- 14) Supervise RSVP volunteer working in LMTC center.
- 15) Reshelve books, vertical files, periodicals, etc., keeping all areas neat and orderly.
- 16) Keep inventory of library books, paperbacks, periodicals, etc.
- 17) Prepare books for rebinding and arrange for repair of source books.
- 18) Assist in laminating for all schools.
- 19) Maintain confidentiality and loyalty to employer.

OTHER FUNCTIONS:

- 20) Perform other responsibilities as assigned by the building LMTC director or principal.
- 21) Promote a positive image of the District at all times.

Adopted: 4/22/91

Revised: March 1994  
9/8/97  
April 2002

Waunakee Community School District