

**PLEASANTON UNIFIED SCHOOL DISTRICT
Job Description**

Title:	Library Media Assistant III	Reports to:	Program Administrator/Supervisor
Job Category:	Library/Media	Classification Unit:	Classified
Board Approval:	5/21/2020 7/27/2021 Range Adjustment	Current Salary Grade:	17
Job Description Revised:		FLSA Status:	Non-Exempt

JOB SUMMARY:

Under the general supervision of a Program Administrator/Supervisor, perform a variety of technical library duties in the acquisition, circulation, maintenance and distribution of books and instructional materials at an assigned continuation high school site. Inventory library materials, media devices, and textbooks; oversee the ordering and receipt of library materials and textbooks; monitor assigned funding/budgets. Maintain, distribute, order and help identify the needs of the District LCAP Chromebook/hotspot program. Work with various staff to facilitate administrative processes; and provide information on services available to eligible students and families.

ESSENTIAL FUNCTIONS:

- Perform a variety of technical library duties in the acquisition, circulation, maintenance and distribution of books and instructional materials at an assigned continuation high school site; process new books, periodicals and instructional materials; oversee the cataloguing of books and instructional materials.
- Maintain Media Services Department library collection including books, book boxes, videos; and perform related duties including check in/out, repairs, shelving, and weeding, of library collections.
- Assist students in researching print and software materials for classroom use.
- Maintain records of devices of HS students, records of media devices, other equipment, document losses and repair maintenance records of equipment.
- Provide information on services available to eligible students and families for the District LCAP Chromebook/hotspot program; convey information regarding school and/or district activities and procedures.
- Oversee the ordering and receipt of library materials and textbooks, District software licenses, and assigned budgets; maintain the library collection within defined budget and ensure compliance with licensing regulations.
- Assist students and staff in proper methods of utilizing the library resources and reference materials; monitor and maintain acceptable student behavior in the library.
- Perform functions relating to email and/or library technology including helping with help desk duties, budgeting, and ordering related equipment/materials; maintain media collections and perform duties in support of classroom technology.
- Assist and oversee various technology devices at school site; help with troubleshooting technology devices and performing basic repairs.
- Prepare and maintain computerized and manual reports including collection summaries, budget reports, distribution records, renewal information, and overdue lists; provide documentation and information to others.
- Operate a variety of office and library equipment including a copier, computer, assigned software, and assigned media devices and equipment.

- Communicate with students, personnel, and various outside agencies to exchange information and resolve issues or concerns related to library activities, inventory, instructional materials and assigned duties; conduct classroom visits as assigned and assist students with researching materials for projects.
- Assist with coordination of the high school reading program to read to preschool children, and perform other reading related activities.
- Attend various monthly District Staff meetings; participate in workshops and meetings to receive/present information related to the District Chromebook and Hot Spot program.
- Work directly with District Staff at different school sites, some travel to different sites may be necessary

OTHER JOB-RELATED DUTIES:

- Perform related duties within the scope of the job classification as assigned.

REQUIRED QUALIFICATIONS:

Knowledge of:

- Functions, operations, and maintenance of school libraries.
- Library practices, procedures, reference materials, resources, and terminology.
- Library cataloging and classification.
- Filing, indexing, and inventory procedures.
- Record-keeping and report preparation techniques.
- Work with data utilizing defined but different processes; and operate equipment using defined methods.
- Age appropriate instructional materials.
- Classic and contemporary literature.
- Basic English usage, grammar, spelling, punctuation, and vocabulary.
- Proficiency in Excel and Word

Ability to:

- Perform a variety of technical library duties in the selection, acquisition, circulation, maintenance, and distribution of books and instructional materials.
- Problem solve with data requires independent interpretation of guidelines; and problem solving with equipment is limited.
- Assist students and teachers in the selection, location, and use of library materials and equipment.
- Assess parent and student needs (District designated computer/technology program) to develop an action plan to ensure student success.
- Learn curriculum, reading levels, and appropriate reference materials.
- Maintain library in a neat and orderly condition.
- Monitor and maintain acceptable student behavior in the library.
- Process and shelve library materials.
- Maintain records and prepare reports.
- Interpret, apply and explain rules, regulations, policies, and procedures.
- Operate a variety of job-related equipment including a copier, computer, assigned software, and assigned media devices and equipment.
- Organize and prioritize work to meet deadlines, timelines, and schedules.
- Complete work with many interruptions.
- Perform basic math, including calculations using fractions, percentages, and/or ratios.

EDUCATION AND EXPERIENCE: Any combination of education and experience that provides the Library/Media Assistant III

required knowledge, skills and abilities.

Education: High school diploma or equivalent.

Experience: Job-related experience is required.

Required licenses, certificates, continuing education, training and other requirements:

DESIRABLE QUALIFICATIONS:

- Library Technician Certificate.

WORKING CONDITIONS:

Environment: Indoor/Library work environment. Fast-paced 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.

- Occasional lifting, carrying, pushing, and/or pulling.
- Some climbing and balancing.
- Significant fine finger dexterity.
- Generally, the job requires 70% sitting, 10% walking, and 20% standing.

Hazards:

- N/A

OTHER:

Required Testing:

- Pre-employment Test.

Clearances:

- Criminal Justice/Fingerprint Clearance.
- State Mandated Training
- TB Clearance

Pleasanton Unified School District is an Equal Opportunity Employer. The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.). Reasonable accommodations are made under A.D.A. as required by law.