

MEDIA ASSISTANT – HIGH SCHOOL

Classification: Instructional – School Based

Location: Assigned Department

Reports to: School Administrator

FLSA Status: Non-Exempt

Bargaining Unit: OSEA

This is a standard position description to be used for positions with similar duties, responsibilities, classification and compensation. Employees assigned to the position description may or may not perform all of the essential functions indicated in this position description.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Part I: Position Summary:

Work is performed in a secondary setting under the general direction of the Teacher Librarian whose assignment is to teach in classrooms. The media assistant is responsible for operating the school library/media center; maintains a quality facility to support student learning and literacy development; and provides a welcoming, well-organized, smoothly functioning environment that treats students with respect and patience and allows students, teachers, and staff to fully utilize resources and services.

Part II: Supervision and Controls over the Work:

The media assistant works under the supervision of an administrator who assigns specific responsibilities, provides policy and procedural direction and guidance, and who is available in more difficult situations and emergencies related to student management. The media assistant is expected to carry out operation of the media center/library with minimal supervision and direction by exercising considerable initiative, judgment, and decision making.

The media assistant is trained and supported by the District Media Coordinator in the use of the library and textbook management system, and in library organization and operations.

Part III: Major Duties and Responsibilities (depending on specific assignment):

1. Works closely and collaboratively with teachers and administrators to establish operating strategies, schedules, and processes which are supportive of classroom teachers and student learning.

2. Demonstrates a clear understanding and working knowledge of an academic school library. Maintains an attractive and relevant learning atmosphere. Researches new media, updates knowledge on current literature and media resources for purchase.
3. Manages library textbook materials by processing new resources. Deletes and disposes of discarded materials following district policy. Manages/assists with inventory, circulation of library, and textbook inventory.
4. Manages library scheduling, use of technology equipment, and maintains and updates materials. May update the school library web page. Performs student supervision in the library and computer lab to effectively use library services and resources and serves as a positive role model for students. Takes steps to intervene when students are not in control, not in the proper location, or may be in dangerous or unsafe situations.
5. Maintains library scheduling, materials and patron information utilizing the library automation system; enters and deletes library materials, maintains books by barcoding, stamping, labeling, covering and repairing, performs routine database maintenance and general reports.
6. Tracks and collects lost or damaged book fees according to building and district standards; works with school bookkeeper to set up a system for running overdue notices; communicates with students and/or parents in written and verbal form when processing overdue notices or collection of fees.
7. Leads and trains staff and volunteers in library procedures and processes. Assist media center patrons with locating information resources and materials. May coordinate book fairs and various other school activities.

Perform other duties as assigned by building administrator and/or designee.

Part IV: Minimum Qualifications:

Incumbents must have successful experience in working with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.

- Two (2) years of experience that demonstrates essential knowledge of library operations, technology, and systems. All or part of the experience requirement may be met through the substitution of appropriate and related post-high school education on a year for year basis or proportion thereof.
- Possess knowledge of troubleshooting and updating media technology to support student learning.

- Possess knowledge of basic office equipment and technology and intermediate keyboarding skills in order to manage library systems and technology.
- Ability to work effectively in an environment with frequent interruptions requiring the ability to concentrate and consistently produce accurate work while responding to interruptions and changing priorities.
- Ability to interact with students, parents, staff, and community members, personally and through electronic communications, in a collaborative, warm and confident manner. Serve as a positive role model for students and practice professional behaviors.
- Initiative and ability to work independently with minimal direction. Sound judgment and decision making capabilities are essential. Must possess and exercise strong organizational, prioritization, and administrative skills.
- Ability to maintain confidentiality of all school and personnel matters. Abide by district rules, regulations and practices regarding copyright law.

Part V: Desired Qualifications:

- Associate's degree or equivalent.
- Bilingual and bicultural skills.
- Knowledge of library and media center procedures and processes.
- Knowledge of library systems (e.g., Follett)
- Successful training and/or experience as an instructional assistant providing teaching and learning support to students.

Part VI: Physical and Environmental Requirements of the Position:

The physical demands and work environment 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 frequently required to sit, talk, move about, hear and speak.

- The employee must occasionally lift and/or move up to 50 pounds. Move, arrange, transfer media and computer equipment with the media center and building using carts, handcarts, or personally carrying items.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- It may be expected that the individual could be exposed to blood or other potentially infectious materials or illnesses during the course of their duties. The noise level in the work environment is usually moderate but can be loud on occasion.