

St. Helens School District  
Job Description  
**MEDIA ASSISTANT**

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**Reports To:** Principal  
**FLSA Status:** Non-Exempt

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**JOB SUMMARY**

Working under the guidance of the Media specialist, this position assists in managing the library collection and performs a variety of media center clerical and paraprofessional duties include working with groups of students in developing research and media skills.

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**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

1. Troubleshoot all audio-visual (A/V) equipment.
2. Follows and maintains knowledge of all District policy(ies) and procedures.
3. Knows and uses Dewey Decimal System.
4. Opens and closes library daily securing library equipment and valuables.
5. Catalog books and new equipment.
6. Repair, cover and bind damaged books.
7. Assists students with reference work, selection of books, online reference searches.
8. Assists with accelerated reading programs as applicable.
9. Supervise students during library visits.
10. Prepares materials as requested by teaching staff for instruction.
11. Assists with media instruction as requested.
12. Processes check-ins and check-outs of books, periodicals, and reference materials and audio-visual (A/V) equipment to staff and students before, during and after school. Processes new textbooks.
13. Assists with set-up of special events and book fairs in the library.
14. Assists students and staff in operation of media center facilities, materials and equipment.
15. Works with students in groups or individually assisting in the development of media skills.
16. Maintains circulation records for library books, reference materials, periodicals and textbook depository.
17. Conducts inventory and stocks library supplies.
18. Assist with collection of fees and billing.
19. Maintain current records, track over-due and lost books, create accounts for patrons and manage student library cards.
20. Perform general office duties including answering phones directing calls and taking messages as appropriate, greeting the public, typing, copying, filing, sorting materials, and general correspondence.
21. Professionally represent the school and the District in interactions with parents, community, staff, and students and resolves conflict in a professional manner.
22. Comply with applicable District, state, local and federal laws, rules and regulations.
23. Attend work regularly and is punctual.

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## MARGINAL DUTIES AND RESPONSIBILITIES

*Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

1. Assist in maintenance of monthly bulletin boards.
2. Supervise students during recess or bus duty.
3. Moves furniture.
4. Assist with school wide fund raising.
5. Attends in-service trainings.
6. Attends staff meetings.

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## SUPERVISORY RESPONSIBILITIES

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

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## QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** Associate's degree (A.A.) or equivalent from two-year college or technical school or one to two years' related experience and/or training or equivalent combination of education and experience. Must meet current No Child Left Behind (NCLB) requirements. Prior successful experience working in a school setting or with young children strongly preferred.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to effectively present information and respond effectively to questions in one-on-one, small group situations to students and other school staff. Ability to verbally respond to common inquiries from students. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and governmental regulations. Ability to write routine reports and correspondence.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, schedule or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- **Computer Skills:** General knowledge of computer usage and ability to use, e-mail, internet software, inventory and word processing software. Ability to use Alliance/Follet library software and MS Office Suite (Word, Excel, PowerPoint, Outlook) strongly preferred.

- **Other Skills and Abilities:** Ability to appropriately communicate with students, teachers, parents and members of the community. Ability to exercise good judgment and work in an environment with constant interruptions.
- **Certificates, Licenses, Registrations:** Certificates as determined by the District including meeting current No Child Left Behind certification requirements.

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### 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 talk or hear. The employee is frequently required to walk; stand; sit; use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 50 pounds. The employee may occasionally climb stairs or ladders. Specific vision abilities required by this job include close vision.

### 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 low to moderate, but occasionally high. The employee is occasionally exposed to wet or humid conditions and outdoor weather conditions.

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### OTHER

**Note:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Prepared By: OSBA

Prepared Date: April 2009

I have read and understand this job description.

**Signature:**

**Date:**

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