

**Classified Personnel  
Job Description**

**POSITION TITLE:** Assistant Library Media Specialist - Ashland Middle School

**BASIC FUNCTION:** Perform a variety of technical duties related to the circulation, distribution, processing, inventory, receipt and storage of library media materials at an assigned high school library.

**QUALIFICATIONS:** Shall have a working knowledge of computers, including Windows operating system and Microsoft Office.  
Shall have working knowledge of library technical practices, procedures, and terminology.  
Shall have working knowledge of modern office practices, procedures, and equipment.  
Shall have working knowledge of record-keeping techniques including the use of computerized databases.  
Shall have the ability to work with others and accept change when necessary.  
Shall communicate effectively both orally and in writing.  
Shall have a high school diploma or GED and three years of increasingly responsible clerical experience, including at least one year of library media experiences or equivalent.

**PHYSICAL REQUIREMENTS:** Shall have the ability to sit, lift, stoop, any and all body movements as related to the job description.

**RESPONSIBLE TO:** Principal

**GENERAL DUTIES:** Shall provide technical library services at an assigned high school library.  
Shall assist students and faculty in the location of library materials and resources.  
Shall apply and explain library rules, regulations, and policies.  
Shall receive, process, and inventory library materials and equipment.  
Shall operate a variety of library equipment, including audio-visual equipment and computers.  
Shall maintain records and files using computerized databases.  
Shall react positively to directives.  
Shall carry out assignments in a timely manner without undue checking.  
Shall adhere to time schedules as set forth.  
Shall have a willingness to cooperate with students and staff.  
Shall adhere to School Board of Education Policies and Procedures.

**SPECIFIC DUTIES:** Shall provide library services relating to the acquisition, circulation, distribution, recovery, and inventory of books, periodicals, tapes, audio-visual materials and equipment and other instructional materials at an assigned high school library.  
Shall assist faculty, student and staff in researching materials for classroom use; assist in locating and selecting materials.  
Shall process new library materials, including books, periodicals and other materials, using the Dewey Decimal classification system.  
Shall check books and materials in and out at circulation desk; check out, distribute, recover and inventory media equipment.  
Shall assist in planning and organizing library media materials and services; maintain a clean and orderly environment; report and arrange library maintenance needs; monitor and maintain acceptable student conduct.  
Shall schedule and coordinate the use of library media equipment and materials; assure proper use and operation of equipment.  
Shall mend and repair damaged books; prepare materials to be re-bound, repaired or discarded.  
Shall train and provide work direction to student assistants.  
Shall operate a variety of library media equipment as required by the position, including the automated library database and public access catalogs.  
Shall perform any other duties as assigned by principal.

**DAYS OF EMPLOYMENT:** 189 days x 8 hours per day

**SALARY:** Commensurate with Ashland Independent Schools Classified Salary Schedule.