

## WESTMINSTER SCHOOL DISTRICT CLASSIFICATION STATEMENT

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**TITLE:** LIBRARY MEDIA ASSISTANT

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### **BASIC FUNCTION:**

Assist students in the acquisition, distribution and collection of library books, resource materials and textbooks. Assist students in learning library skills and research skills. Schedules use of the library; textbook distribution, and collection; and textbook and library book inventories as needed. Performs related duties as required.

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### **ESSENTIAL DUTIES:**

Read to children during classroom library visits.

Provide assistance and training to students in the use of the school library; in order to show them how to locate resource materials and books.

Schedule use of the library; textbook distribution and collection; and inventories as needed.

Contact other school sites and the District Library to obtain additional textbooks as needed.

Develop and conduct orientation programs and special skills classes for presentation throughout the year; coordinating such instruction with the school's faculty.

Assist in the selection of materials for inclusion in the school's library and media center.

Using a computerized system, maintain records of books and media as well as records of their usage by students and staff.

Issue materials upon request of students and staff; make suggestions regarding additional or alternative materials available on the same subjects.

Distribute and collect library books and textbooks.

Utilizing a computerized system, maintain list of materials that are overdue for return; prepare and send out notices regarding overdue materials.

Plan and develop special interest centers, displays, and bulletin boards that are conducive to a good learning environment, and encourage children to enjoy the reading and learning opportunities available.

Maintain a friendly and helpful atmosphere to maximize timely and productive use of the library/media facilities.

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### **OTHER REPRESENTATIVE DUTIES:**

Assist teachers by securing and providing books and materials that encourage children to develop their reading, listening and viewing skills.

Assist with the maintenance and implementation of computerized, leveled reading programs, such as Accelerated Reader, including conducting assessments and assisting students with book selections.

Monitor student Internet access as designated by student Internet permission forms.

Maintain and repair textbooks, library books and other library materials as needed.

Assist with special events related to the library media center, such as the Author's Festival.

Participate in available inservice training programs and job-alike meetings as necessary or required.

Assist in the training and supervision of volunteer workers in the school library/media center.

Perform other related duties as required or assigned.

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**ORGANIZATIONAL RELATIONSHIPS:**

Supervision: Reports to, receives direction from, and is evaluated by the school principal to whom assigned.

Internal Contacts: Continuous contact with teachers and students; moderate contact with District library personnel and other school library/media center personnel.

External Contacts: Frequent contact with parents; moderate contact with vendors and the PTA; some contact with public library personnel, and book stores.

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**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Basic library and its application to school library media center.

Computerized library circulation systems.

The Dewey Decimal System, library terminology and standard library practices and procedures.

Standard library terminology, policies and procedures.

Various computer software programs including those commonly found in libraries.

Bibliographic and reference materials.

Filing and record keeping techniques.

Basic subjects taught in elementary and middle schools, including mathematics including arithmetic, grammar, spelling, writing, reading and middle school algebra.

Safe practices for in-classroom and library activities.

Reading and writing communication skills.

Oral and written communication skills.

Skills in interpersonal relations; using tact, patience and courtesy.

Standard American English usage, grammar, spelling, and punctuation.

Child behavior and educational needs.

Office methods and procedures.

***ABILITY TO:***

Maintain complex files and records.

Circulate materials, library books and textbooks according to established procedures.

Operate a variety of office machines, including typewriter, copier, calculator, FAX, computer work station and audio/visual equipment.

Establish and maintain effective working relationships with others.

Operate a variety of software programs, including a computerized circulation system.

Maintain records and prepare reports.

Communicate effectively both orally and in writing.

Make arithmetic calculations quickly and accurately.

Process incoming library, media and textbook materials.

Understand and follow oral and written directions.

File alphabetically and numerically with speed and accuracy.

Be responsible for daily library media center operations.

Assist in instruction in library skills.

Resolve circulation errors.

Assure overdue materials are returned.

Make materials maintenance decisions.

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**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Graduation from high school plus college-level courses in basic library science and/or instructional media; and/or one year of experience in a public or school library/media center in a clerical, resource or library assistant position.

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**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel. The employee frequently is required to sit, reach with hands and arms, and talk or hear. The employee is occasionally required to stand, walk, and climb or balance, stoop, kneel or crouch. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**LICENSES AND OTHER REQUIREMENTS:**

Possession and maintenance of a valid California Drivers License, and a reliable, insured motor vehicle for personal transportation.

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PREPARED BY:	Classified Personnel Department	DATE: 4/93
APPROVED BY:	Board of Trustees	DATE: 5/93
APPROVED BY:	Personnel Commission	DATE: 4/20/93
REVISED BY:	Personnel Commission	DATE: 4/26/05