

JOB DESCRIPTION

WU njb 1007

Instructional Services

Washington Union School District

43 San Benancio Road

Salinas, CA 93908

Instructional Aide (Library/Media)

Purpose Statement

The job of Instructional Aide (Library/Media) is done for the purpose/s of maintaining library and textbook collection; implementing age appropriate programs for students utilizing library resources; performing clerical functions related to collection, processing, circulation, maintenance, inventory of library materials and/or textbooks.

Essential Functions

- **Assesses** teachers, students, and other personnel for the purpose of identifying resource materials for use in classroom, class assignments and/or recreational reading.
- **Conducts** classes and/or activities in a variety of formats (e.g. reading, storytelling, puppet plays, contests, book fairs, etc.) for the purpose of promoting the use and enjoyment of literature.
- **Coordinates** various activities (e.g. book fairs, fund raising programs, class visits, etc.) for the purpose of generating revenues to purchase additional library materials.
- **Develops** grade-level activities, programs and materials for the purpose of motivating and training students to use library resources.
- **Directs** student workers and volunteers for the purpose of guiding and monitoring work activities.
- **Distributes** and /or collects various library/textbooks and media equipment for the purpose of providing requested classroom materials.
- **Instructs** students for the purpose of educating them on the proper use of the library resources (e.g. classification system, card catalog, care of materials, computer library stations, etc.)
- **Inventories** library/textbooks, equipment, and materials for the purpose of documenting losses and/or maintaining availability of materials.
- **Maintains** a variety of records and/or files for the purpose of documenting losses and/or maintaining availability of materials.
- **Prepares** written materials (e.g. circulation cards, overdue book notices, schedules, lists, forms, memos, etc.) for the purpose of providing documentation and/or information.
- **Processes** new and/or returned library/textbooks (e.g. checking order accuracy, cataloging, storing, shelving, etc.) for the purpose of updating and maintaining collection.

Other Functions

- **Assists** other personnel for the purpose of supporting them in the completion of their work activities.
- **Attends** in-service meetings and training for the purpose of conveying and/or gathering information required to perform functions.

Job Requirements. – Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple non-technical tasks with occasional need to upgrade skills due to changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; performing standard bookkeeping procedures; performing standard clerical procedures; preparing and maintaining accurate records; utilizing equipment used in library media center.

KNOWLEDGE is required to perform basic math including calculation of fractions, percent's and/or ratios; read a variety of manuals, write documents following prescribed formats and/or present information before groups; and understand complex multiple step instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: elements of library operation; children's literature; age appropriate activities; library materials and procedures; concepts of grammar and punctuations.

ABILITY is required to schedule activities; often gather, collate, and/or classify data; and use basic job related equipment. Flexibility is required to work with others under a variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standard methods of operation. Ability is also required to work with a diversity of individuals and/or groups; work with data of different types and/or purposes; and utilize a variety of job related equipment. In working with others, problem solving is required to analyze issues, create plans of action and reach solutions with data it is moderate; and with equipment it is limited. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; setting priorities, working as part of a team; working with constant interruptions.

Responsibility

Responsibilities include; working under limited supervision; providing information and/or advising other persons; and operating within a defined budget and/or financial guidelines. Utilization of resources from other work units is required to perform the job's functions. There is an opportunity to impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing and/or pulling; some climbing and balancing; significant stooping, kneeling, crouching and/or crawling; significant reaching, handling, fingering and/or feeling. Generally the job requires 30% sitting, 35% walking and 35% standing. The job is performed under minimal temperature variations, some hazardous conditions (e.g. mechanical, cuts, burns, infectious disease, high decibel noise, etc.), and in a clean atmosphere.

Experience. Job Related Experience is desired.

Education. AA Degree or two years college credit

Required Testing.

Continuing Educ. / Training.

Certificates & Licenses.

Clearances.

Criminal Justice Fingerprint Clearance

TB Clearance

FLSA Status.

Salary Grade. Classified 3