

VICTOR ELEMENTARY SCHOOL DISTRICT
JOB DESCRIPTION
(Classified Bargaining Unit)

POSITION:

Library Media Instructional Assistant

**POSITION
DESCRIPTION:**

Under the supervision of the site principal, as directed by the Library Media Clerk assists with a variety of library clerical duties related to the receipt, processing, circulation, scheduling, distribution and inventory of all instructional library media equipment and materials in order to support a safe and orderly environment for students and staff.

**ESSENTIAL JOB
FUNCTIONS:**

1. Assists with inventory and cataloging of books and other library materials.
2. Assists with processing and record keeping of all new textbooks.
3. Checks any/all library materials in and out of the library.
4. Provide instructional assistance to students in locating resources, performing research and operating automated library equipment.
5. Prepare, type, and distributes a variety of materials related to the library.
6. Corresponds with teachers, students, and parents regarding fines and overdue books.
7. Label, identify, cover, copy, mend, and repair books and of other media materials.
8. Communicates and works cooperatively with sites and co-workers
9. Reports all safety, sanitary, and fire hazards
10. Attends training and meetings as directed
11. Performs other related duties as directed

**MINIMUM
QUALIFICATIONS:**

Requirements:

- Possession of a valid California Drivers License

Knowledge of:

- Library organization, terminology and procedures
- Modern office practices, procedures, and equipment
- Library software

Ability to:

- Work cooperatively and courteously with others
- Set a positive example for students
- Work using independent judgment
- Operate office equipment
- Perform routine clerical duties
- Multi-task
- Prioritize tasks
- Understand and carry out oral and written directions
- Adapt to, accept, and interact in varying situations
- Communicate effectively, both orally and in writing

EXPERIENCE:

Required:

- None

Desired:

- Working with children in learning situations, training or education in child development and/or learning theories

EDUCATION:

Required:

- High School Diploma or equivalent

**WORKING
CONDITIONS:**

Environment:

- Work closely with a number children
- Busy and fast-paced school setting

Physical Demands:

- Hearing and speaking to exchange information
- Sitting at a work area for extended periods of time
- Bending at the waist, kneeling or crouching
- Moderate to intense physical activity
- Standing or sitting for long periods of time