

The Media Center Assistant supports classes and small groups of students visiting the library and performs a wide variety of duties related to library and curriculum materials as well as assisting with tracking and maintaining technology related equipment.

Chain of Command

The Media Center Assistant reports to the Principal of the school.

Competencies of the Media Center Assistant

- Strong written and verbal communications skills
- Strong organizational and time management skills
- Computer skills including proficiency in Microsoft Office Suite and Google Workspace (including Drive, Docs, Sheets, and Slides)
- Ability to work independently and collaboratively
- Student-centered approach with patience and adaptability

Essential Duties of the Media Center Assistant**Library & Media Center Operations**

- Supervise and support students and classes using the library/media center
- Assist students and staff in locating, selecting, and checking out library materials
- Maintain the organization of bookshelves and the overall library collection
- Process new library books, curriculum materials, and other instructional resources
- Repair and maintain library books and materials as needed
- Monitor library usage and enforce policies to maintain a quiet and productive environment
- Generate and distribute overdue book notices to students and staff

Curriculum & Instructional Support

- Collaborate with the curriculum department to obtain, organize, and distribute instructional materials
- Manage check-in/check-out of curriculum materials for teachers and staff
- Collect and inventory outdated or unused curriculum materials
- Pack and ship curriculum materials between schools as needed

Technology & Equipment Support

- Assist the Information Technology (IT) department with inventory and tracking of devices and equipment
- Support students and staff with basic troubleshooting of technology-related issues
- Maintain records of technology assets assigned to students and staff
- Ensure proper handling, storage, and maintenance of library/media center technology

Additional Responsibilities

- Maintain a welcoming and inclusive library environment
- Provide guidance on research skills and responsible use of library resources
- Support literacy initiatives and reading programs within the school

- Assist in the planning and setup of library events, book fairs, and reading challenges
- Other duties as assigned

Qualifications

High School Diploma or GED and one year of related experience is required; Associate's Degree in library technology or computer media or other related technical training and/or additional related experience may be required; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Must hold a valid Arizona IVP fingerprint clearance card.

Date Revised

02.06.2025