Position: K-5 Media Assistant

Job Summary:
The K-5 Media Specialist provides comprehensive library and media services to support students and staff in fostering a love for reading, digital literacy, and information skills. This role includes delivering engaging, literacy-focused instruction tailored to young learners and collaborating with teachers to integrate library resources into the curriculum. The position may require travel between multiple school locations within the district to ensure consistent, high-quality library services across sites.

Qualifications/Minimum Requirements:

1. Completion of at least 30 college semester hours in Library Science or a related field is preferred.
2. Strong working knowledge of library databases, library automation systems, online cataloging systems, and general computer operations. Proficient in Microsoft Office applications (Word, Excel) and Google Workspace.
3. Understanding library organization, functions, and processes, with the ability to effectively manage circulation, cataloging, and media center resources.
4. Excellent verbal and written communication skills, with a positive, professional demeanor, to effectively engage with students, staff, parents, and the community in support of the library's mission.
5. Familiarity with office technology, including the ability to operate and troubleshoot standard office equipment and technology relevant to a library setting.
6. Strong grammar and editing skills to ensure accuracy in communication and documentation.
7. Physically capable of fulfilling the role's demands, including handling books and media equipment, and emotionally equipped to foster a welcoming, inclusive media center environment.

Reports to: Building Principal and District Media Specialist

Skills and Responsibilities:

- Process, label, barcode, and maintain library materials and circulation records.
- Conduct regular inventory of library supplies and media services equipment and manage the housing, cleaning, and repair of materials.
- Assist with library scheduling, volunteer training, and media center organization.
- Assist students, teachers, and staff in locating and utilizing library materials and equipment.
- Supervise students during scheduled library sessions, maintaining a conducive learning environment and monitoring appropriate behavior.
- Instruct students using the automated library catalog and guide them in literacy-based activities, promoting effective research and information skills.

- Support volunteer training in libraries.
- Write accurate reports, correspondence, and overdue notifications.
- Generate and manage reports on overdue, lost, or damaged materials and process associated payments.
- Effectively communicate with students, faculty, and staff, responding to inquiries and presenting information clearly in oral and written forms.
- Perform essential mathematical functions relevant to inventory management and financial transactions for lost/damaged materials.
- Apply reasoning to solve practical problems and interpret various instructions and procedures related to library management.
- Use and adapt to educational software, cataloging systems, and library technology.
- Maintain digital circulation records, manage automated cataloging systems, and stay current with software upgrades and digital tools for educational support.
- Physically on occassion lift and push up to 50 lbs, such as boxes of books or AV equipment, and spend extended periods in front of computer terminals.
- Create engaging library displays, plan literacy-based activities, and contribute to a welcoming and organized media center environment that encourages student learning and exploration.
- Establish effective relationships with staff, students, and the school community, demonstrating strong interpersonal skills and fostering a collaborative environment within the media center.

Benefits:

- The O’Fallon Support Personnel Federation Collective Bargaining Agreement outlines the salary and benefits package.
- Professional development opportunities.
- Supportive and collaborative work environment.
- Opportunity to make a positive impact on the lives of students.