

RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: SECONDARY LIBRARY/MEDIA ASSISTANT (Range 17)

BASIC FUNCTION:

Under the direction of an assigned Supervisor, perform advanced library functions at a middle or high school, including organization, distribution, and storage of library and student instructional technology and equipment (e.g. Chromebooks/computers, chargers, tablets, hotspots, etc.); check books, textbooks, and materials in and out at the circulation desk; process, sort, package and/or and shelve materials, equipment and textbooks; assist students and staff in the selection of library materials; assist assigned Supervisor, students and teachers to implement the District's plan for the acquisition of library skills and library orientation; train and provide work direction to student helpers and parent volunteers; provide assistance to assigned Supervisor and students requiring a broader depth of knowledge.

REPRESENTATIVE DUTIES:

Provide advanced librarian functions at an assigned middle or high school library/media center; promote student use of the library for research and reading pleasure; provide assistance to assigned Supervisor, teachers and students requiring a broader depth of knowledge. **E**

Assist teachers in researching materials for classroom use; notify teachers of newly-arrived books as requested; check in and out equipment (e.g. Chromebooks/computers, chargers, tablets, hotspots, etc.) and/or student instructional technology to students and staff; operate computerized reference resources to assist students and teachers with research. **E**

Train, orient and provide work direction to student helpers and parent volunteers to assist with circulation, processing, shelving, and filing. **E**

Assist students in the use of the on-line catalog terminal; assist individuals and groups of students in the use of basic reference sources in finding and selecting materials. **E**

Participate in the organization, distribution, inventory and storage of library materials, student instructional technology and equipment (e.g. Chromebooks/computers, chargers, tablets, hotspots, etc.), process, sort, package and/or shelve, materials. **E**

Check books, materials, student instructional technology and equipment (e.g. Chromebooks/computers, chargers, tablets, hotspots, etc.) in and out at the circulation desk; process returned items and place in appropriate location. **E**

Assist students in locating and selecting desired or needed materials from book shelves or with the use of the computerized catalog system. **E**

Schedule the use of the library and instructional materials for use in schools as assigned; prepare or fill orders for materials received from teachers or staff; package and distribute materials to appropriate classroom. **E**

Operate a variety of library/media center equipment, such as computers, software and cloud-based systems VCR, tablets, Chromebooks/computers, printers, bar code scanners, and projectors. **E**

Operate a computer terminal to maintain record of overdue materials and send overdue notices to students and teachers; assign and/or collect fines and payments for overdue and lost items; prepare receipt of fines collected. **E**

Prepare library materials for circulation by processing them according to established District standards. **E**

Prepare and maintain a variety of records and reports related to assigned activities; submit to appropriate personnel and department as required. **E**

Design and prepare appropriate library displays, decorations and bulletin boards; maintain a clean and orderly library/media center environment. **E**

Monitor and maintain acceptable student behavior. **E**

Repair and maintain damaged library materials and perform minor troubleshooting with student technology equipment which includes checking the charging capability, updating the device in settings, triggering a reset (Power wash), and/or entering a work order as necessary. **E**

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Library practices, procedures and terminology.

Dewey Decimal system and computer cataloging system.

Library reference materials and sources.

Modern media materials.

District curriculum, reading levels and appropriate reference materials.

Filing, indexing and inventory procedures.

Modern office practices, procedures and equipment.

Record-keeping techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communications skills.

Interpersonal skills using tact, patience and courtesy.

Library and Inventory software and cloud-based student systems.

Student instructional technology and equipment (e.g. Chromebooks/computers, chargers, tablets, hotspots, etc.).

ABILITY TO:

Perform advanced library functions at a middle or high school, including organization, distribution and storage of materials.

Explain, and apply school and District rules and policies applicable to the library.

Check books, equipment and materials in and out at the circulation desk.

Process, sort, package and/or shelve library materials.

Assist students and staff in the selection of library materials.

Process a variety of library materials.

Monitor and maintain acceptable student behavior in the library.
Operation of a computer terminal, library and inventory software and cloud-based student systems, student instructional technology and equipment (e.g. chromebooks/computers, chargers, tablets, hotspots, etc.).
Data entry and retrieval techniques.
Perform clerical duties such as filing, duplications and typing.
Maintain library in a neat and orderly condition.
Work independently with little direction.
Establish and maintain effective and cooperative working relationships with others.
Maintain records and prepare reports.
Communicate effectively both orally and in writing.
Perform minor troubleshooting with student technology equipment which includes checking the charging capability, updating the device in settings, triggering a reset (Power wash), and/or entering a work order.

EDUCATION AND EXPERIENCE:

Graduation from high school or equivalent supplemented by course work in library science or related field and two years' experience in a library or media center environment.

LICENSES AND OTHER REQUIREMENTS:

Pass a basic library skills test with 75% proficiency.

WORKING CONDITIONS:

ENVIRONMENT:

Middle or high school library environment.
Constant interruptions.

PHYSICAL ABILITIES:

Seeing to read books and media materials.
Lifting and carrying moderately heavy objects.
Pushing and pulling carts.
Walking and standing for extended periods of time.
Reaching horizontally and above the shoulders to shelve and reach books.
Bending and kneeling.
Dexterity of wrists, hands and fingers to operate a computer terminal and equipment.