

RIVERSIDE UNIFIED SCHOOL DISTRICT

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

BASIC FUNCTION:

Under the direction of a Principal, perform a variety of library functions in support of an elementary school library or resources center involved with the circulation, maintenance and distribution of books, instructional materials, student instructional technology and equipment (e.g. Chromebooks/computers, chargers, tablets, hotspots, etc.); assist students and teachers using library/media resources.

REPRESENTATIVE DUTIES:

Perform a variety of library functions in support of an elementary school library or resources center involved with the circulation, maintenance and distribution of books, instructional materials, student instructional technology and equipment (e.g. Chromebooks/computers, chargers, tablets, hotspots, etc.); coordinate schedules with teachers for the use of the library. *E*

Receive and process textbooks, student instructional technology, equipment (e.g. Chromebooks/computers, chargers, tablets, hotspots, etc.) and band instruments. *E*

Assist students and teachers select and locate books, periodicals, articles and other media materials. *E*

Coordinate circulation of library materials, student instructional technology and equipment (e.g. Chromebooks/computers, chargers, tablets, hotspots, etc.), check in and out to students and staff, process, sort, package and/or shelf materials. *E*

Receive recommendations for new book selections from teachers and staff; order supplies according to established guidelines. *E*

Assist individuals and groups of students in the use of basic reference sources in finding and selecting materials. *E*

Maintain inventory of all materials and equipment; prepare related reports. *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; maintain appropriate files and records. *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. *E*

Select and read books aloud to classes to promote interest in reading as assigned.

Attend workshops and in-service meetings as required.

Train and oversee the work of student aides and parent volunteers.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Library practices, procedures and terminology.

Basic Dewey Decimal system and card/computer cataloging system.

Basic operation of a computer terminal and data entry and retrieval techniques.

Library reference materials and sources.

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:

Learn, 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/media materials.

Assist students and staff in the selection of library/media materials.

Perform clerical duties such as filing, duplications and typing.

Maintain library in a neat and orderly condition.

Make arithmetic calculations quickly and accurately.

Work independently with little direction.

Establish and maintain effective working relationships with others.

Maintain records and prepare reports.

Communicate effectively both orally and in writing.

Operate a computer, library and inventory software and cloud-based student systems, student instructional technology and equipment (e.g. Chromebooks/computers, chargers, tablets, hotspots, etc.).

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 and one-year clerical or instructional experience working with children in an organized setting, including 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:

Elementary school library and resources center 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 hands, wrists and fingers to operate a computer terminal and equipment.