CLASSIFIED			
Work Location	Roseland University Prep (Roseland Charter School)	**Responsible To**	School Site Principals or Designee
Work Year	10 months	**Hours**	Up to full-time (8 hours per day)
Salary	Appropriate step and range on the CSEA Salary Schedule	**Benefits**	On a pro-rata basis for FTE of 50% or more

SUMMARY:
Under the general direction of the school principal, the Media/Student Services Assistant will organize and coordinate the library and computer lab services for use by students and staff. The Media/Student Services Assistant will assist with supervision and coordination of activities for students.

DUTIES AND RESPONSIBILITIES:
The tasks listed in this section are representative of duties assigned to this position. This list is not intended to be an exhaustive list of all the tasks assigned to this position. Duties and responsibilities may include, but are not limited to, the following:

- Sets up and organizes circulation desk daily. Reviews circulation records to write and send past due notices, etc
- Supervises students in library
- Provides lessons regarding research and library skills
- Coordinates student field trips to college libraries to promote use of library and resources as our students enter college
- Schedules library time for teachers and students
- Maintains inventory of all library materials and equipment
- Maintains an orderly and attractive learning environment, including bulletin boards and displays.
- Responsible for library orders: sorting, collecting, delivery to teachers
- Performs clerical duties as needed in the library and as pertain to the technology program
- Provides technology support assistance as needed
- Yard and cafeteria supervision as assigned
- Coordinate student activities
- Other related duties as assigned.

QUALIFICATIONS:

REQUIREMENTS:

- Possession of a valid and appropriate California Driver's License;
- High school diploma/GED; and
- Certification of passage of the Proficiency Test for Instructional Assistants;

- Bilingual Spanish/English both oral and written (highly recommended)

ABILITY TO:

- Facilitate age-appropriate interactions, activities, and instruction to all students.
- Maintain a positive attitude.
- Establish and maintain cooperative working relationships.
- Understand and carry out oral and written directions.
- Work independently as necessary.
- Recognize hazards to safety, take appropriate action in emergency situations, follow procedures in a calm, responsible manner.
- Use computers and other lab technology.

Board approved: April 21, 2010