

Library Media Assistant

DEPARTMENT:	Schools	REPORTS TO:	Building Administrator or Designee
WORK SCHEDULE:	10 months	COMPENSATION:	Support Staff Salary Schedule
FULL/PART TIME:	Full time	FLSA STATUS:	Non-exempt

Position Description

The Library Media Assistant assists the Library Media Specialist with providing library services and instruction to staff and students. Help maintain an effective learning environment and efficient operations in the library media center.

Task Title	Essential Job Functions	Percent of Time Spent
Library Operations	<ul style="list-style-type: none"> Process, sort, and shelve library materials. Prepare and add new books to the library management system. Weed, delete, mark, and box library discards as per district surplus procedures annually. Maintain neatly organized bookshelves. Fulfill hold requests and monitor overdue books. Repair damaged library and classroom books. Conduct annual inventory of books. Provide curbside pickup/return or home delivery as needed on request. Maintain library equipment (e.g., laminating machine, copier). Update purchase order documentation. Provide input into library acquisition decisions. Checking in/out books for students and staff Other job-related duties as assigned. 	55%
Student and Staff Support	<ul style="list-style-type: none"> Help students & staff look up and locate library materials. Answer questions. Assist students and staff with accessing digital resources and databases and using library equipment and technology (e.g., printers/copiers, laminating machine). Promote reading by providing book suggestions, assisting with book discussions, and creating and maintaining displays and bulletin boards. Create resource lists and book carts for teachers on request. Read books, reviews, keep abreast of literary awards and trends. Assist students during lessons and teach students research skills on library databases. Train library volunteers and student cadets. 	30%
Supervision	<ul style="list-style-type: none"> Maintain calm library workspace with academic purpose and tone. 	15%

	<ul style="list-style-type: none"> ● Supervise students in the library media center and enforce library guidelines and rules. ● Monitor and report student attendance. ● Cover all library functions when library media specialist is not in the library. ● Supervise students if/when directed by building administrator or designee 	
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The intent of this job description is to provide a representative description of the types of duties and responsibilities required for this position. Employees may be asked to perform other job-related duties as assigned.

Supervisory Responsibilities

- **Supervisory Responsibility:** N/A, not responsible for supervising employees
- **Supervisory Activities:** None
- **Budget Signing Authority:** No budget signing authority.
- **Decision-making Authority:** Decisions impact individual work/job tasks

Qualifications

Required

- **Education:** Two years of college/associate degree

Preferred

- **Education:** Bachelor’s degree
- **Previous Work-Related Experience:** One or more years of experience working in a library, education, or a related field

Knowledge & Skills

Knowledge

- **Basic:**
 - Administrative: Administrative and office procedures, functions, and basic office tasks
 - Management: Business/management principles involved in strategic planning, resource allocation, leadership, and coordination of people and resources.
 - Education/Training: Principles and methods for curriculum and training design, teaching and instruction, and measuring training effects.
 - Safety/Security: Equipment, policies, and procedures for the protection of people, data, property, and the organization.
 - Law/government: Relevant local, state, and national laws and government regulations including KSD Board of Education policy
- **Intermediate:**
 - Computers/IT: Electronic equipment, and computer hardware and software, including applications and programming.
- **Advanced:**
 - Customer and personal service: Principles and processes for providing customer and personal services.

Skills

- **Constantly (More than 5.6 hours or 69% of the day):** Reading comprehension, Speaking, Active listening, Time management, Persuasion, Service orientation, Social perceptiveness,
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Active learning, Critical thinking, Learning strategies, Coordination, Instructing,
- **Occasionally (Up to 2.5 hours or 32% of the day):** Mathematics, Writing, Monitoring, Management of material resources, Negotiation, Complex problem solving, Judgment and decision making, Systems analysis, Systems evaluation, Equipment maintenance, Operation and control,
- **Rarely (Less than 1 hour or 12% of the day):** Management of financial resources, Troubleshooting

Working Conditions

Physical Demands

- **Constantly (more than 5.6 hours or 69% of the day):** Finger Dexterity, Hearing,
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Walking, Sitting, Standing, Reaching, Repetitive motion, Multi-limb coordination,
- **Occasionally (Up to 2.5 hours or 32% of the day):** Crouching/Kneeling, Carrying/Lifting, Pulling/Pushing, Color Vision
- **Rarely (Less than 1 hour or 12% of the day):** Climbing,

Mental and Psychological Demands:

- *Medium demands:* The job requires some mental effort and involves moderate levels of stress (e.g., Occasional need to deal with difficult customers or manage emotions when interacting with others, sometimes work under tight deadlines, limited or no exposure to public criticism, occasionally requires extended periods of concentration on complex tasks).

Work Type/Physical Demands

- *Medium work:* Exerting 20-50 pounds of force occasionally, and/or 10-25 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Working Environment

- *Everyday risk and discomfort level:* The environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, residences, or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals. The work area is adequately lighted, heated, and ventilated.

EEO Statement

Kirkwood School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, age, disability, or sex, including pregnancy, sexual orientation, and gender identity and other characteristics protected by law.

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