MOORE PUBLIC SCHOOLS

Job Title: **Media Assistant**

Qualifications:

Credentials: **None**

Education: High school diploma, GED or equivalent experience is required in lieu of high school degree.

Training or Experience Required: More than 6 months secretarial-related or library experience preferred.

Special Skills, Knowledge, Abilities:

Communication Skills (oral, written, or business): Basic communication skills to exchange information, give/receive simple instructions and respond to inquiries. Includes filling out forms.

Data Recording/Record Keeping: Performs non-complex data recording/record keeping operations requiring logging, filing or posting single entry items either manually or by computer.

Mathematical Skills: Performs routine computations requiring knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages.

Reading and Interpreting: Must be able to read and understand simple instructions.

Business Machines (like computers, copiers, etc.): Uses business machines that can be learned from non-complex manuals or verbal instructions. May on occasion use more difficult machines without any proficiency required, such as data entry.

Office Filing and Retrieving: Responsible for filing and retrieving books, periodicals, and other media at the media center.

Spelling Skills: Basic spelling is required but someone usually proofreads work prior to it going out in final form.

Typing Skills: Proficient skills in typing/word processing

Site: **Elementary, Junior High and High School**

Reports To: **Media Specialist/Principal**

Job Goal (Purpose of Position): Performs entry level to semi-skilled level duties under general supervision to support the mission of the Library Media Program to increase access to library media resources by providing clerical and technical assistance to the Media Specialist and assistance to teachers, students, and other library patrons.

An incumbent in this position will follow generally standardized operating policies and procedures.

Contact with Others: An incumbent in this position has regular contact by telephone or in-person with the public to determine actual information needed, to locate media from other libraries, etc. Job requires interpreting and translating facts and information, explaining situations and issues to persons and advising them of alternative courses of action.

Other Performance Measures:

Successful performance of the job requires good customer service/people skills to resolve problems and provide information as requested. It requires following safety guidelines and policies to reduce accident or injury to self or to students. It requires following school dress standards, proper attendance or leave policies, and strong work ethic**.** Initiative and effective problem solving are important to the success of the position. In addition, must maintain a positive attitude and be cooperative toward other staff members, the public, and students within the educational system.

Essential Job Functions:

1. Performs circulating duties such as checking materials in and out; shelving materials; reading shelves; sending overdue notices and maintaining records, inventories, and bookkeeping accounts as required.

2. Assists students and faculty in locating and using materials in the library/media center. Assists students in use of computer software. Assists students in preparing bibliographies.

3. Performs secretarial duties such as typing, filing, ordering supplies, equipment, and inventories.

4. Utilizes computers to perform secretarial duties, circulation and cataloging duties, and inventories. Assists students with use of computers.

5. Performs routine preventive maintenance on machines and assist patrons in the proper use thereof.

6. Maintains a clean and orderly environment.

7. Processes new materials and repairs damaged materials.

8. Assists with creating displays.

9. Assists in the production of materials, e.g., laminating, and duplicating materials.

10. Performs other duties as assigned.

Supervision exercised: An incumbent does not supervise but may oversee work performed by Media Aides.

Physical/Mental Requirements and Working Conditions:

This is an office/clerical job. Other than those physical/mental requirements included within the essential functions: Must be able to communicate on the telephone. Must be able to get around the media center, locate and retrieve or shelve books or materials. There is continuous standing and walking; frequent bending/stooping, occasional squatting/crouching, and reaching above the shoulder to shelve books and to stand on step ladder/stool. There is occasional carrying and lifting of up to 50 pounds to receive and handle book orders, moving damaged equipment, lifting and moving audio-visual equipment and moving library furniture.

TERMS OF EMPLOYMENT:	180 days per year
SALARY:	Category A
EVALUATION:	Performance of this job will be evaluated in accordance with Board Policy.

Approved 8/9/1993
Revised 11/27/2000
Revised 2024-25 Negotiated Contract