JOB DESCRIPTION

JOB TITLE: Library/Media Assistant II

Job Family: Instructional/Student Services

Range: 24

Job Purpose Statement/s: The job of "Library Media Assistant II" is done for the purpose/s of performing responsible clerical support library/media work connected with the receipt, processing and circulation of library books, media, periodicals and other related materials; receive direct and general supervision from a school site principal, located within an elementary school; provide library information, assistance and guidance for staff and students, coordinate media equipment use.

Essential Job Functions:

* **Handles** and supervises circulation procedures including preparation of overdue notices, previewing materials, keeping records of equipment loans and returns.
* **Assists** staff in locating and preparing learning packets for student use.
* **Assists** students in learning library skills and conducts training sessions.
* **Types** letters, reports, invoices, requisitions, cards, lists and other materials from copy, draft and machine recording.
* **Maintains** accurate files and inventories of textbooks, library books, audiovisual hardware and software.
* **Keeps** circulation records and makes reports.
* **Maintains** an accurate up-to-date card catalog.
* **Reviews**, selects, orders and processes library materials and equipment.
* **Establishes** procedures and prepares work schedules for student assistants and parent volunteers.
* **Performs** minor repairs on library or audiovisual materials.
* **Prepares** displays, learning centers and instructional packets.
* **Recruits** and trains volunteers.
* **Assists** in selecting books, materials and equipment for purchase.
* **Performs** a variety of clerical and artistic work involved in the operation of a library or media center.

Other Job Functions:

* **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
* **Participates** in district inservice programs.

Job Requirements - Qualifications:

* **Experience Required:** One (1) year of library or media experience in educational setting and general clerical work.

* **Skills**, **Knowledge and/or Abilities Required:**

  Skill: Typing/keyboarding accurately at 30 words per minute; operate standard office equipment including use of basic computer applications, use English in both written and verbal form, use correct spelling, grammar and punctuation, maintain detailed and accurate records.

  Knowledge of standard office equipment, library control systems; standard and acceptable library terminology, practices and procedures.

  Abilities to sit for prolonged periods, understand and carry out oral and written instruction. Significant physical abilities include reaching/handling/fingering, talking/hearing conversations, near visual acuity/visual accommodation. Maintain discipline in library setting; work with minimum of supervision; maintain cooperative working relationships with those contacted in the course of work.

* **Education Required**: High School diploma or equivalent; supplemented by course work in library, media or curriculum.

* **Licenses, Certifications, Bonding, and/or Testing Required:** Criminal Justice Fingerprint Clearance, negative pre-employment drug screen test and negative TB test results. Successful completion of District Proficiency Test.