

Media Assistant - Elementary

Purpose Statement

The job of Media Assistant - Elementary is done for the purpose/s of providing support to the instructional program with specific responsibilities for maintaining the library collections at school sites; identifying age appropriate resources for students and teachers utilizing library resources; selecting appropriate items in support of classroom instruction; and performing clerical functions related to collection, processing, circulation, maintenance, and inventory of library materials, textbooks and/or laptops.

This job reports to the Assistant Principal/Principal

Essential Functions

- Assists in monitoring student activities for the purpose of maintaining a safe environment conducive to learning.
- Assists teachers, students and administrators for the purpose of identifying resource materials for use in classroom and/or class assignments.
- Maintains supplies and equipment for the purpose of ensuring availability as needed.
- Maintains schedules of library media center materials and equipment for the purpose of ensuring the availability of materials and equipment when required.
- Operates the circulation desk for the purpose of providing library media services.
- Participates in unit meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform functions.
- Performs circulation activities (e.g. item check-in and check-out, prepare circulation count, lists of overdue items, weeding of library media materials, etc.) for the purpose of controlling the use, location and availability of items in the collection.
- Prepares manual and electronic documents and reports (e.g. collection statistics, scheduling reports/requests, renewal information, overdue lists, textbook orders, fines, costs, etc.) for the purpose of providing documentation and information to others.
- Processes notices of missing, damaged, or overdue books, media and materials, and laptops for the purpose of providing and/or maintaining access to library resources and securing reimbursement for losses.
- Processes library books, periodicals, software and related media materials (e.g. logging into master files, bar coding, shelving, producing required reports, etc.) for the purpose of providing students and staff with required materials.
- Repairs books and materials for the purpose of ensuring the availability of books and library materials.
- Responds to inquiries of students, staff, parents (e.g. availability of books, finding appropriate reference documents, status of overdue fines, etc.) for the purpose of providing information and/or direction as required.
- Supports Library Media Specialist for the purpose of ensuring 21st century learning objectives are being met.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records; and adhering to safety practices and procedures.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: library practices; computer and Internet operations; age appropriate activities/behaviors; office application software; practicing cultural competency while working collaboratively with diverse groups and individuals; and stages of child development.

ABILITY is required to schedule activities and/or meetings; collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing effective working relationships; communicating with diverse groups; dealing with frequent interruptions; and working as part of a team.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to effect the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 50% sitting, 45% walking, and 5% standing. The job is performed under conditions with exposure to risk of injury and/or illness and in a clean atmosphere.

Experience Job related experience is desired.

Education High school diploma or equivalent.

Equivalency

Required Testing

Certificates

Continuing Educ./Training

Clearances

Criminal Background Clearance

FLSA Status

Approval Date

Salary Range

Non Exempt