

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

7/91	LIBRARY MEDIA ASSISTANT	2.13.1
Effective Date	Job Title	Index

DEFINITION

As a para-professional, to perform duties associated with library print and non-print material circulation; audio-visual equipment scheduling, distribution, and use; computer lab use; and student aide and volunteer coordination; and to directly assist students, staff, parent, and the general community with use of a school site Library Media Center.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from an assigned certificated teacher or Principal. Methods of performing tasks are the responsibility of the employee so long as performed with the established policies and procedures. Work is reviewed periodically to assure conformance with standards and to measure results.

EXAMPLES OF DUTIES - May include, but are not limited to, the following:

Staffs the circulation desk, checking library/media materials in and out, maintaining circulation records and assisting patrons with the location of materials in catalogues and on shelves.

Coordinates and reviews the work of student and volunteer aides; train aides in library procedures.

Places audio-visual equipment orders, processes incoming and outgoing equipment, and maintains master schedule of equipment use; distributes and collects audio -visual equipment; trains staff and students in the use of audio-visual equipment; operates equipment, as requested; troubleshoot operation problems, makes minor repairs and performs preventative maintenance on equipment; notifies audio-visual center of major mechanical problems.

Supervises student use of computer lab; loads programs, demonstrates use of computer hardware and software; explains assignments, assists students with procedures, maintains order and cleanliness in computer lab.

Processes new print and non-print materials for cataloging and shelving; assists in managing the ongoing circulation of all Library Media Center resources.

Collects and records fines for overdue or lost materials.

Takes periodic and annual inventory of print and audio-visual Library Media Center resources.

Performs a variety of general clerical duties, including typing and filing; enters, updates, and retrieves data using a computer terminal.

Answers reference questions.

Repairs library/media materials and books.

Salem-Keizer Public Schools
Library Media Assistant (Continued)

Performs related duties consistent with job description and assignment.

MINIMUM QUALIFICATIONS

Knowledge of:

Correct English usage, vocabulary and spelling.

Modern office methods, procedures and computer equipment.

Basic audio-visual equipment terminology and function.

Basic library/media methods, practices and terminology.

Literature.

General clerical principles and practices.

Basic arithmetic.

Ability to:

Provide basic instruction and guidance to students using educational computer hardware and software.

Organize and prioritize a wide range of tasks and select work methods which allow for the timely and accurate completion of tasks.

Be self-directed and perform duties for extended periods of time in the absence of an immediate technical supervisor.

Demonstrate the operation of audio/visual equipment, including projectors, televisions, and video cassette recorders.

Perform duties efficiently in an environment subject to frequent interruptions.

Enjoy working in a student environment.

Perform a wide variety of library/media work of moderate difficulty and complexity.

Understand and carry out oral and written directions.

Type with accuracy.

Assist library patrons in the use of library/media materials and services.

Read and write at a level required for successful job performance.

Operate a computer terminal to input and retrieve data.

Perform a variety of clerical work and operate standards business machines and telephone systems.

Establish and maintain effective working relationships with those contacted in the course of work.

Salem-Keizer Public Schools
Library Media Assistant (Continued)

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the required knowledge and abilities would be:

Experience:

Two years of responsible clerical and/or administrative support experience in an environment with some exposure to the operation of a library center.

Training:

Equivalent to the completion of the twelfth grade.