

ROLE DESCRIPTION LIBRARY MEDIA ASSISTANT

TITLE: Library Media Assistant

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Library or school work experience preferred.
3. Demonstrate aptitude for the work to be performed including problem-solving.
4. Knowledge of management systems (e.g. library, retail, inventory), office technology (computers and related components, software).

REPORTS TO:

Library Media Specialist, Building Principal, Director of Technology and Library Media Services.

JOB GOAL:

To provide a welcoming, well-organized, and smoothly functioning library where both students and staff can take full advantage of available resources. To provide services based on the media and technology needs of the school and district.

PERFORMANCE RESPONSIBILITIES:

A. CREATE A LIBRARY ENVIRONMENT CONDUCIVE TO STUDENT AND STAFF PRODUCTIVITY:

1. Operate a library where both students and staff can locate information resources.
2. Use the library management system to manage library materials, generate notices for overdue and missing materials, and perform inventory.
3. Maintain a library schedule; train and schedule library volunteers.
4. Process student and staff requests for library materials, media, and instructional technology.
5. Perform clerical duties such as library correspondence and ordering supplies.
6. Ensure books, periodicals, media, instructional equipment, and other materials are organized, shelved, and stored for ease of retrieval.
7. Enforce school/district policies and procedures for student access to the library and assist in teaching responsible use of the library facility and materials.

B. PROMOTE READING AND ASSIST STAFF AND STUDENTS IN THE EFFECTIVE USE OF INFORMATION, MEDIA and TECHNOLOGY:

1. Assist students and staff in identifying and locating information resources.
2. Assist the library media specialist in developing students' information, media and technology literacy skills.
3. Promote new books, magazines, and other materials as directed by the library media specialist.
4. Prepare instructional materials and equipment and create displays at the direction of the library media specialist.

C. PROVIDE ACCESS TO A WIDE RANGE OF PRINT AND NON-PRINT RESOURCES:

1. Process new materials including books, instructional equipment, media and periodicals.
2. Maintain the condition of the collection monitoring for need for replacements, updates, additions and binding.
3. Prepare and maintain specific materials based on teacher requests.

D. PROVIDE ACCESS TO INSTRUCTIONAL EQUIPMENT, MEDIA AND SUPPLIES FOR TEACHING AND LEARNING:

1. Implement procedures for the distribution, tracking and inventory of instructional equipment, media and supplies in collaboration with the library media specialist.
2. Maintain past and current records of instructional equipment use and repair.
3. Troubleshoot instructional equipment problems, make minor repairs, and arrange for service. Troubleshooting knowledge includes but is not limited to computer hardware, software, instructional components, and connections.
4. Instruct staff, students and community members in the operation of equipment including instructional technology, computers, laminators and copiers.
5. On an annual basis assess and clean all instructional equipment and prepare for school year opening and closing procedures.

E. CONTRIBUTE TO THE OPERATION OF THE BUILDING/DISTRICT LIBRARY PROGRAM:

1. Make recommendations for the replacement, discard, or purchase of materials and equipment.
2. Assist in other building libraries as needed and transport books, media, supplies, equipment, and other materials between schools as directed by the Director of Technology and Library Media Services.
3. Meet with library media specialists, education technology integrators, and/or the Director of Technology and Library Media Services as needed.
4. Follow the Library Program procedures for lost and/or damaged materials.
5. Perform the annual inventory of library materials including running reports and relocating materials misplaced during the school year.

F. MAINTAIN THE HIGHEST STANDARDS OF PROFESSIONALISM:

1. Demonstrate positive work habits by showing initiative, cooperation, dependability, efficiency, and productivity.
2. Demonstrate responsible behavior regarding attendance and work schedule.
3. Perform in a professional manner when interacting with students, parents, faculty, administration, and co-workers.
4. Follow the guidelines of confidentiality as established by the school district.
5. Attend and participate in relevant training sessions, meetings and professional growth activities as requested and/or required.
6. Perform other reasonable duties as requested by the supervisor.

PHYSICAL REQUIREMENTS:

Standing - Frequent
Walking - Frequent
Sitting - Occasional
Driving - Occasional
Lifting - Frequent
Bending/stooping - Frequent

TERMS OF EMPLOYMENT:

Per Merrimack Educational Support Staff Association Master Agreement

EVALUATION:

Performance of these responsibilities will be evaluated annually in accordance with the approved administrative procedure for staff evaluation.