POSITION DESCRIPTION

TITLE: Media Assistant
LOCATION: All Schools
REPORTS TO: Teacher-Librarian/Principal/Associate Principal(s)
DEPARTMENT: Media

SUMMARY STATEMENT:
Under the supervision of the Teacher-Librarian and Principal, the Media Assistant will assist in the operation of the library media center, working closely with students and staff.

ESSENTIAL FUNCTIONS:
1. Communicate effectively with students, staff, and the general public.
2. Assist the Teacher-Librarian in supervising and working with students in the operation of the library media center.
3. Assist the Teacher-Librarian in implementing behavioral management strategies with students.
4. Assist in supervising and training of adult volunteers and student library assistants.
5. Perform minor repair of books such as taping, binding, and gluing.
6. Shelve books in correct order.
8. Operate a computerized circulation and catalog system for check-in/out, start up, circulation, fines and overdues, entering and removing data, preparing reports, and inventory.
9. Prepare correspondence and perform various clerical duties on the computer.
10. Assist in maintaining bulletin boards and other library media center displays.
11. Maintain an up-to-date understanding of the overall operation of the library media center.
12. Assist students on library media center computers, including resetting student computer login passwords, as needed, and accessing shared district folders and USB drives.
13. Set up and troubleshoot library media center computer presentation equipment.
14. Setup, troubleshoot, schedule, and broadcast videos, DVDs, and TV to entire school via the broadcast system.

OTHER RESPONSIBILITIES:
1. Attend District meetings as needed.
2. Perform other related duties as assigned.

PHYSICAL DEMANDS REQUIRED:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carrying (Up to 33%)</td>
<td>Standing 66-100%</td>
</tr>
<tr>
<td>Sitting (33-66%)</td>
<td>Reaching (Up to 33%)</td>
</tr>
<tr>
<td>Vision (66-100%)</td>
<td>Hearing (66-100%)</td>
</tr>
<tr>
<td>Bending (Up to 33%)</td>
<td>Pushing (Up to 33%)</td>
</tr>
<tr>
<td>Use of hands and/or arms for repetitive motion (66-100%)</td>
<td>Lifting Up to 35 lbs. (Up to 33%)</td>
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</tbody>
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Walking (66-100%)             |
Speaking (66-100%)             |
Stooping (Up to 33%)           |
Pulling (Up to 33%)            |
Use of hands and/or arms for repetitive motion (66-100%) |
Acceptable Attendance          |

MENTAL DEMANDS REQUIRED:
Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously (33-66%) = Frequently (Up to 33%) = Occasionally

TOOLS AND EQUIPMENT NECESSARY:
Computers, telephone, photocopy machines, printers, scanner, VCR/DVD player, video and digital equipment, laminator, and all other tools and equipment necessary to perform the essential functions as listed above.

MINIMUM QUALIFICATIONS:
(Testing may be required.)
1. Light typing/keyboarding.
2. Two years of related experience or equivalent training preferred.
3. Demonstrated ability to work with the Dewey Decimal system.
4. Working knowledge of library media center collections, i.e. standard reference books, biography, etc.
5. Working knowledge of computer applications.
6. Working knowledge of computerized circulation and catalog system preferred.
7. Demonstrated organizational skills, initiative, the ability to prioritize tasks, and the ability to follow through.
8. Demonstrated ability to operate the office equipment listed in the tools and equipment area above.
9. Demonstrated ability to establish and maintain positive relationships with students and with colleagues as part of a team.

189-190 Days Per Year (Includes Holidays)
Variable Hrs. Per Day

PSE: ___________________________ Date: _______________

District: ___________________________ Date: _______________

Revised Date: 09/01/2013
Classification: Service Workers
Class: Class II
Display on Web? Yes

Media Assistant