

**TITLE:** LIBRARY MEDIA ASSISTANT

**QUALIFICATIONS:**

1. Knowledge, training and/or experience in library practices and procedures
2. Demonstrated knowledge of, and the ability to assist in instructing, reading, writing and mathematics or reading readiness, writing readiness, and mathematics readiness, as appropriate
3. High school diploma
4. Knowledge of and ability to operate a variety of media equipment including but not limited to computers, laserdisc players, videocassette recorders and miscellaneous audio-visual equipment
5. Ability to follow oral and written directions
6. Skill and accuracy in oral and written expression
7. Ability to work effectively with staff, students and community
8. Knowledge of basic recordkeeping procedures; ability to type

**REPORTS TO:** Principal

**JOB GOAL:** To assist in provision of library materials and services for classroom student and faculty use

**PERFORMANCE RESPONSIBILITIES:**

1. Maintains neat and orderly library with pleasant and relaxing atmosphere conducive to student use; assembles and arranges displays of library books and materials
2. Assists teachers in scheduling and supervising students in library
3. Sorts, shelves, issues and reviews library books, materials and equipment
4. Maintains library book, material and equipment records including circulation records, catalog cards, overdue notices, identification records, etc.
5. Assists students and staff in locating learning resources through the use of catalogs, indices, bibliographic data, technology and media equipment and similar references; assists in providing teachers with information related to library media resources
6. Assists in inventory of materials and equipment; repairs books and materials as needed
7. Assists in planning and conducting activities for students to encourage reading, viewing and listening and use of library materials and facilities; selects materials and conducts storytelling sessions
8. Attends inservice meetings for professional development
9. Performs other related duties as assigned

**TERMS OF EMPLOYMENT:** Salary and work year to be according to current schedule; classified salary schedule, class 11

**EVALUATION:** Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services Handbook", Board Policies and Procedures and consistent with collective bargaining agreements when applicable