

Job Description

Job Title: Media Assistant

Department: Classified

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Summary: Media Assistants provide efficient management of the school library. Media Assistants also maintain a friendly and harmonious atmosphere in the school library that contributes to the educational process of the school and the District as a whole.

Essential Duties and Responsibilities:

All or some of the following tasks may be required. Other duties may be assigned.

1. Circulation
 - a. Issue, renew and receive materials.
 - b. Keep accurate circulation records via electronic system.
 - c. Prepare overdue notices and send them to students/parents.
 - d. Issue library and audio-visual equipment to meet teacher and student needs.
 - e. Recommend material for purchase to meet student and staff needs.
2. Clerical
 - a. Prepare books, software and magazines for circulation and perform maintenance and repairs to collection.
 - b. List expendable supplies which must be replenished.
 - c. Keep records of supplies ordered and used and other records as directed.
 - d. Process correspondence via email and phone.
3. Acquisition and Preparation of Materials
 - a. Check request lists with catalogs.
 - b. Search for trade bibliographic data.
 - c. Maintain checklists of magazines.
 - d. Open and process new books.
 - e. Add marks of ownership.
4. Organization of Materials
 - a. Assist media coordinator with cataloging material.
 - b. Maintain electronic database.
5. Assistance to Staff and Students
 - a. Gather materials for unit study under the direction of the Media Coordinator or upon individual teacher request.
 - b. Maintain a positive and welcoming environment for staff and students.
 - c. Place materials on reserve for class groups or teachers and locate bibliographic material.
 - d. Assist students in research and selection of materials.
6. Technology
 - a. Know how to use computers and electronic databases.
 - b. Assist students with passwords and effective use of computers.
 - c. Must know and use electronic office software.
 - d. Must be knowledgeable about electronic circulation / cataloging / inventory systems.

7. General

- a. Understand and maintain school, staff, student and parent confidentiality.
- b. Spell correctly and use proper English.
- c. Perform physical tasks as required.
- d. Establish and maintain cooperative and effective working relationships with students and staff members.
- e. Perform student supervision as assigned.
- f. Utilize the chain of command procedure when attempting to resolve problems or when seeking changes.
- g. Participate in appropriate professional development activities.
- h. Comply with all Board policies, administrative regulations and District procedures, as well as all state, federal and local laws and regulations.
- i. Performs other duties as assigned by Media Coordinator or Administration.

Qualifications:

- High School Diploma is required.
- Must be at least 18 years of age.
- Two years of college and/or successful Work Keys exam required for employees hired on or after August 1st, 2008.
- Library or school experience is desirable.
- Utilize technology in the performance of effective office operation.
- Must have exceptional personal integrity, maturity, collaborative skills and personal interest in working with students, staff, parents and the community.
- Must communicate effectively with staff, students and parents.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand, talk, see, hear, walk and sometimes sit. While performing the duties of this job, the employee may occasionally push or lift up to 50 pounds. The employee is directly responsible for the safety, well-being and work output of other people. Specific vision abilities required by this job include close vision such as to read handwritten or typed materials, and the ability to adjust focus. This position requires the individual to meet multiple demands from several people and interact with the public and other staff.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level of the environment is moderate to loud. Work is predominately inside and generally provides protection from the weather but not necessarily from temperature changes. Some outside duties are required. Occasionally required to ascend or descend stairs or similar uneven surfaces. May be exposed to communicable diseases and blood-borne pathogens.

Reports To:

The Media Assistant will report to the building Principal and Media Coordinator.

Terms of Employment:

Salary and work year as determined by the administration and in accordance with Board policy, individual work agreements and the collective bargaining agreement.

Note: This is not necessarily an exhaustive or all inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description.

Please Sign Electronically at:

<https://docs.google.com/a/umatillasd.org/spreadsheet/viewform?formkey=dGZ1dkpGOWJRQmFlcE5TbUF3U3psSFE6MQ#gid=0>