

EVERGREEN ELEMENTARY SCHOOL DISTRICT

CLASS TITLE: LIBRARY/MEDIA ASSISTANT

BASIC FUNCTION:

Under the direction of a Principal and Librarian, provide library services relating to the acquisition, circulation, distribution and recovery of library books, instructional materials and audio-visual equipment and materials; assist students and teachers in the selection, location and use of library materials, including computerized library, reference and learning systems.

REPRESENTATIVE DUTIES:

Provide library services relating to the acquisition, circulation, distribution and recovery of library books, instructional materials and audio-visual equipment and materials. *E*

Check books and materials in and out at the circulation desk; process returned materials and place in the proper location utilizing the Dewey Decimal system. *E*

Assist in the enhancement of the school instructional program; support the curriculum by locating and providing books, texts and materials. *E*

Assist students in researching print and software materials for classroom use; assist students and teachers in locating and selecting materials; monitor and maintain acceptable student behavior. *E*

Maintain records of overdue materials and send notices to students and teachers; bill students for overdue, damaged or lost books; maintain appropriate files and records. *E*

Type, process and maintain the library card catalog system or computerized system for keeping track of books and other library materials; update catalog as needed. *E*

Assist in ordering new library books and materials; type purchase orders; process new library materials according to established guidelines, including engraving new equipment. *E*

Perform minor repairs to damaged books and library materials; maintain the library in a neat and orderly condition. *E*

Perform inventory on library materials as required; check books against shelf list and catalog cards; inspect materials for damage; maintain appropriate records. *E*

Operate a variety of library and media equipment, including a computer, typewriter, photocopy machine, laminator, projector, engraver and other related equipment; set up media equipment as needed. *E*

Maintain a variety of reports, records and logs pertaining to library materials and equipment. *E*

Communicate with a variety of internal and external contacts regarding library materials, equipment and supplies. *E*

Participate in the coordination of book fairs and other special events in the library.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Library practices, procedures and terminology.
Dewey Decimal and card cataloging systems.
Operation of a computer and related equipment.
Children's literature and District curriculum.
Library reference materials and resources.
Record-keeping techniques.
Inventory methods and practices.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Provide library services relating to the acquisition, circulation, distribution and recovery of library books, instructional materials and audio-visual materials.
Assist students and teachers in the selection and location of library materials.
Perform clerical duties including filing, duplicating and typing.
Maintain library in a neat and orderly condition.
Operate a computer and related equipment.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Maintain records and prepare reports.
Work independently with little direction.
Plan and organize work.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college-level course work in library or clerical skills and one year experience working in a library or instructional environment.

WORKING CONDITIONS:

ENVIRONMENT:

Library/Media Center environment.
Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information.
Seeing to read a variety of materials.
Bending at the waist, kneeling or crouching.
Reaching overhead, above the shoulders and horizontally.
Lifting and carrying light to moderately heavy objects
Pushing or pulling book carts.
Climbing stepladders to shelve materials.