

**JOB DESCRIPTION
Media Assistant****IMMEDIATE SUPERVISOR Building Administrator****GENERAL DUTIES**

Perform a variety of routine library secretarial and clerical work associated with the organization and maintenance of printed materials and, in certain instances, audiovisual material.

ESSENTIAL REQUIREMENTS

- A. A minimum of a high school diploma or its equivalent. Two years of postsecondary education, or an associate's (or higher) degree; or high school diploma or equivalent, and a passing score on a state or local academic assessment that measures knowledge of and the ability to assist in instructing reading, writing, and mathematics may be required.
- B. Knowledge of standard library practices, terminology and procedures
- C. General office skills, including word processing, filing, typing, and office machines
- D. Familiarity with computer keyboards, and skill in the use of a word processor, including the use of automated library and research systems, and video production equipment
- E. Able to effectively work and communicate with students, parents, and school personnel from diverse cultures or backgrounds.
- F. The ability to work harmoniously with others

ESSENTIAL RESPONSIBILITIES

- A. Supervise at the circulation desk, assisting in the in/out flow of materials to students and staff
- B. Assist students and staff in using materials and references in the library, such as periodicals, reference books, and automated systems
- C. Perform secretarial functions such as typing cards, book lists, etc., and clerical functions, such as filing, shelving, mending, and minor repair of equipment and materials
- D. Maintain accurate records for inventory, purchases, expenditures, check-outs, and process materials according to prescribed policies and procedures
- E. Serve as Audio-Visual Assistant when assigned
- F. Assist staff in providing instruction on library use, research, resource materials, and audio-visual functions
- G. Supervise students in the library setting
- H. Supervise student aides working in the library when assigned

- I. Order and arrange for all types of audio-visual material and equipment including but not limited to, films, books, recorder, periodicals, software, hot press, and other related equipment
- J. Clean equipment regularly and make minor repairs, such as replacing bulbs, repairing and mending books, and other related responsibilities
- K. Develop a variety of media aids for classroom use
- L. May video record programs for staff
- M. Perform year-end inventory of library collection, AV materials and equipment
- N. Independently supervise and assist all students while maintaining an atmosphere conducive to library standards
- O. Organize and set up book fairs
- P. Research and pull books for teachers
- Q. Cultivate and model a respectful working and learning environment

Banks School District believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's goals.

PHYSICAL REQUIREMENTS FOR ESSENTIAL RESPONSIBILITIES

In 8-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)

O – Occasionally (.5 – 2.5 hrs per day)

F – Frequently (2.5 – 5.5 hrs per day)

C – Continually (5.5 – 8 hrs per day)

NA – Not Applicable

Physical Requirements	NA	R	O	F	C
Sitting					X
Stationary Standing			X		
Walking (level surface)				X	
Walking (uneven surface)			X		
Crawling	X				
Crouching (bend at knees)			X		
Stooping (bend at waist)			X		
Twisting (knees/waist/neck)			X		
Turn/pivot			X		
Climbing (stairs)		X			
Climbing (ladder)		X			
Reaching overhead				X	
Reaching extension				X	
Repetitive use arms				X	
Repetitive use wrists				X	
Repetitive use hands grasping				X	
Repetitive use hands squeezing			X		
Fine manipulation					X
Using foot control	X				
*Pushing/Pulling Maximum weight: 40 lbs.			X		
*Lifting/Carrying Maximum weight: 40 lbs.			X		

*Identify items typically moved: _____ Books, misc. library equipment _____

WORK PLACE EXPECTATIONS

- A. Work effectively with and respond to people from diverse cultures or backgrounds
- B. Demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean, and appropriate professional manner for the assignment and work setting
- C. Have regular and punctual attendance
- D. Confer regularly with immediate supervisor
- E. Follow all District policies, work procedures, and reasonable requests by proper authority
- F. Maintain the integrity of confidential information relating to students, staff, or District patrons

EMPLOYEE STATEMENT

“I have reviewed the above position description and understand its contents”

“I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents”

“I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s)

Employee Name (print)

Date

Employee Signature

Date