

Job Description - Media Assistant

Division: Support Services
Department: School building
Immediate Supervisor: Principal

General Duties: Performs a variety of routine library secretarial and clerical work associated with the organization and maintenance of printed materials and, in certain instances, audiovisual material. Works under the supervision of a licensed librarian relieving the librarian of routine and repetitive clerical duties within prescribed policies and procedures.

Essential Requirements

- A. A high school diploma or the equivalent such as a GED.
- B. Knowledge of standard library practices, terminology and procedures.
- C. General office skills including typing, filing and office machines.
- D. Ability to work harmoniously with students and staff.
- E. Ability to communicate effectively orally and in writing with different groups, different age levels and a variety of interests.
- F. 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.
- G. Physical requirements that may include:
 - 1. In an eight-hour day the employee may:
 - a. Stand/Walk one-six hours;
 - b. Sit three-five hours;
 - c. Bend, kneel and reach to heights of four feet;
 - d. Lift weights to 40 pounds;
 - e. See and hear oral and written instructions.

Essential Responsibilities

- A. Supervises at the circulation desk, assisting in the in/out flow of materials to students and staff.
- B. Assists students and staff in using materials and references in the library such as the card catalog, periodicals, reference books and automated systems.
- C. Performs 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. Maintains accurate records for inventory, purchases, expenditures, check-outs and processes according to the instructions of the media specialist.

- E. Serves as audiovisual assistant when assigned.
- F. Assists staff in providing instruction on library use, research, resource materials and audiovisual functions.
- G. Supervises student aides working in the library when assigned.
- H. Orders and arranges for all types of audiovisual material and equipment including, but not limited to films, books, recorder, periodicals, software, hot press and other related equipment.
- I. Cleans equipment regularly and makes minor repairs such as replacing bulbs, repair and mending of books and other related responsibilities.
- J. Develops a variety of media aids for classroom use.
- K. Video records programs for staff.
- L. Perform such other related duties as may be assigned by the supervisor or the superintendent.