

UNION SCHOOL DISTRICT

CLASS TITLE: LIBRARY/MEDIA CENTER ASSISTANT II

BASIC FUNCTION:

Under the direction of the Principal, perform a variety of technical library and computer lab duties in the circulation, maintenance, processing and distribution of library books and instructional materials at an assigned middle school site; provide technical information and assistance in the operation of computers and use of computer programs, systems and equipment to students and teachers concerning the research, selection, location and use of library materials, systems and equipment.

DISTINGUISHING CHARACTERISTICS:

The Library/Media Center* Assistant II classification is assigned to a middle school library and or computer lab. Incumbents are responsible for maintaining a larger and more diverse collection of library materials. Incumbents perform a variety of library duties involved in the circulation, maintenance, processing and distribution of books and instructional materials.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of technical library duties in the circulation, maintenance, processing and distribution of library books and instructional materials at an assigned middle school site; maintain the library collection in a neat, organized and orderly condition.

Circulate library books and instructional materials as assigned; check materials in and out to students and staff using an assigned computerized system; sort and shelve new and returned books and materials; mend, clean and repair damaged books; ~~purge obsolete materials as needed.~~

Purge, dispose or surplus obsolete/damaged books, equipment and materials as needed and in accordance with District policies and procedures.

Provide technical assistance to students, faculty, staff and others in the selection, location and use of library materials and equipment; respond to inquiries and provide information and assistance concerning related practices, techniques, policies and procedures.

Process and receive library books, media and materials; prepare and catalog books and materials for introduction into the library materials collection; prepare barcode and identification labels; stamp and affix identification and labels to materials; input related information into assigned computer system.

Assist students with researching instructional materials for classroom and research project use; and advise students in proper methods, practices and procedures for utilizing library and reference materials and systems.

Provide training and assistance to students concerning the operation of computers and related printers, peripherals, internet functions and software applications; explain related practices, procedures and techniques; answer questions, resolve issues and perform demonstrations as needed.

Promote the use of the library/media center to faculty and students; conduct library orientations; research and retrieve materials for class visits; receive and respond to student and teacher requests for books and materials

and research availability.

Input, scan and update student, circulation and various other data and information in an assigned computer system; utilize computers to extract and verify data and information; establish and maintain automated records and files; initiate queries and generate computerized reports.

Monitor inventory levels and assist in the selection of books, instructional materials and other library supplies as assigned; research and order books, media and other instructional materials as directed; locate, select and pull books off the shelves for specific teacher needs and requests.

Compile information and prepare and maintain a variety of records, lists, reports and files related to library books, equipment, instructional materials, circulation, students and assigned activities.

Communicate with students, staff, faculty and various outside agencies to exchange information and resolve issues or concerns.

Operate a variety of office and library equipment including but not limited to a copier, laminator, fax machine, computer, document camera, projector, printer, scanner, and any other peripheral and assigned software; troubleshoot and resolve basic computer/technology issues; prepare and update backup computer data files as required.

Monitor and maintain acceptable student behavior in the library; explain and assure student compliance with established library rules and policies as directed.

Organize library/media displays, decorations and bulletin boards as required; maintain a clean and safe library/media center.

Calculate and collect fees for lost, damaged or overdue books as required; generate and distribute lost, damaged or overdue book lists and notices.

Assist with coordinating and conducting special events, programs and activities such as Parent Nights, Ancient Artifact nights, and Accelerated Reader.

Attend mandatory trainings as required by the position.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Functions, operations and maintenance of school libraries;
- Library practices, procedures, reference materials, resources and terminology;
- Library cataloging and classification including the Dewey Decimal system;
- Filing, indexing and inventory procedures;
- Record-keeping and report preparation techniques;
- Reading levels, appropriate reference materials and systems and basic curriculum standards related to middle school students;
- Basic practices and procedures involved in researching and procuring library books and materials;
- Correct English usage, grammar, spelling, punctuation and vocabulary;
- Middle school library policies and objectives;
- Oral and written communication skills;

Interpersonal skills using tact, patience and courtesy;
Operation of computers, peripherals and assigned software;
Modern office practices, procedures and equipment; and
Mathematic calculations.

ABILITY TO:

Perform a variety of technical library duties in the circulation, maintenance, processing and distribution of library books and instructional materials at an assigned middle school site;
Provide technical information and assistance to students and teachers concerning the research, selection, location and use of library materials and equipment;
Organize and schedule classes/teachers/volunteers and support the functions of the library/media center;
Monitor and maintain acceptable student behavior in the library;
Maintain a clean and safe environment;
Process and shelve library materials;
Inventory, order, receive and assist in the selection of books, equipment and instructional materials;
Check library materials in and out to students and staff;
Catalog and prepare books and other materials for introduction into the library materials collection;
Calculate and collect fees for lost or overdue books as needed;
Operate a computer and assigned software;
Respond to requests for books, media and instructional materials;
Maintain files and records and prepare reports;
Type or input data at an acceptable rate of speed;
Work independently with little direction;
Complete work with many interruptions;
Communicate effectively both orally and in writing;
Establish and maintain cooperative and effective working relationships with others;
Troubleshoot and communicate technology issues to appropriate Site and District staff;
Problem solve and resolve technology issues with support if necessary;
Model appropriate behavior around and interact appropriately with children; and
Maintain regular attendance.

EDUCATION AND EXPERIENCE:

Minimum requirement: graduation from high school with (a) library related training and/or experience or (b) computer related experience and/or training.

Preference will be given to candidates who have:

Completed at least 2 years of study at an institution of higher education (college level)

OR

Obtained an associate's (or higher) degree

OR

Met (pass) an assessment that demonstrates knowledge of and the ability to perform basic library and computer functions, and English usage.

OR

Have three or more years working in a library or computer lab.

WORKING CONDITIONS:

ENVIRONMENT:

School library/media center environment.
Constant interruptions.

PHYSICAL DEMANDS:

Visual ability to read handwritten or typed documents and instructions, and the display screen of various office equipment and machines;
Ability to conduct verbal conversation;
Hear normal range verbal conversation (approximately 60 decibels);
Sit, stand, stoop, kneel, bend and walk;
Sit for sustained periods of time;
Kneel or squat for extended periods of time;
Climb slopes, stairs, steps, ramps and step ladders;
Push and/or pull a variety of tools and equipment weighing up to 50 or more pounds;
Lift and or carry up to 10 or more pounds frequently;
Lift and or carry up to 20 or more pounds occasionally;
Lift and or carry up to 30 or more pounds infrequently;
Exhibit full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder extension and flexion, back lateral flexion, hip flexion and extension and knee flexion; and
Demonstrate manual dexterity necessary to operate a computer and other classroom and office equipment in a safe and effective manner.

*Library/Media Center refers to a library, a media center, a computer lab or any combination of these.

Disaster Service Worker

CA Government Code 3100. It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.