

USD 313 EDUCATIONAL SUPPORT STAFF JOB DESCRIPTION

POSITION TITLE: **LIBRARY MEDIA AIDE - BHS**

SUPERVISOR: Principal

PAYMENT RATE: According to Board Policy

CLASSIFICATION: Non-Exempt

QUALIFICATIONS:

1. High School diploma or equivalent
2. Computer skills
3. Be sensitive to needs of students and be able to relate well with students & staff
4. Maintain current TB testing as required by Health Department regulations

ESSENTIAL FUNCTIONS:

1. In charge of management of library operations in high school library including but not limited to, working with students and staff; utilizing various media; reporting; record-keeping; and accessing files for the purpose of ensuring the efficient and effective functions of the library.
2. Motivate students so the library is viewed as the center for information.
3. Compile orders on printed materials and audio visual equipment to account for purchases made within the library. This includes being in charge of Amazon.com account for the District libraries.
4. Check in, process and record new books, DVDs, Kindles, iPads and other equipment and supplies for accountability of library assets.
5. Check out borrowed books and equipment and distribute overdue lists to account for materials used.
6. Encourage the use of instructional technology to engage students and to improve learning, providing 24/7 access to digital information resources for the entire learning community.
7. Develop programs for Seminar and maintain an effective public relations program.
8. Maintaining communication to stakeholders through the library website, e-mail, and other formats.
9. Maintain and enroll students in computer technology programs and field questions from students and teachers.
10. Run and manage Café Diem which requires purchasing supplies and taking care of daily operations.
11. Manage the iPads in the LMC by adding apps and syncing. Also, providing instruction to teachers and students.
12. Participate in district Professional Development programs for the purpose of acquiring and/or conveying information relative to job functions.
13. Maintain a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements and to maintain a professional work environment.
14. Perform other duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS:

1. Ability to move, lift, pull or push heavy objects.
2. Must work in crowded environment with various noise levels and numerous interruptions.
3. Requires stooping, bending, kneeling, reaching and turning.
4. Requires regular attendance and physical presence at the job.

TERMS OF EMPLOYMENT: At will

PERFORMANCE REVIEW:

Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

APPROVED: 5/13/2013