

## **UNION SCHOOL DISTRICT**

### **CLASS TITLE: LIBRARY MEDIA CENTER ASSISTANT I**

#### **BASIC FUNCTION:**

Under the direction of the Principal, perform a variety of library duties involved in the circulation, maintenance, processing and distribution of books and instructional materials at an assigned elementary school site; assist students and teachers in the selection, location and use of library materials and equipment

#### **DISTINGUISHING CHARACTERISTICS:**

The Library Media Center Assistant I classification is assigned to an elementary school Library/Media Center\*. 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 library duties involved in the circulation, maintenance, processing and distribution of books and instructional materials at an assigned elementary 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, dispose or surplus obsolete/damaged books, equipment and materials as needed and in accordance with District policies and procedures.

Assist students and teachers in the selection, location and use of library materials and equipment; respond to inquiries and provide information to students and teachers; explain library practices and procedures; assist students in researching instructional materials for classroom use.

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

Promote the use of the library/media center to faculty and students; conduct library orientations; select and read age-appropriate stories and promote books to students in accordance with established guidelines as assigned.

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 and other instructional materials as directed.

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 a copier, laminator, fax machine, computer, scanner and assigned software.

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

Organize and prepare 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 the Birthday Books, Young Reader Medal Program, Accelerated Reader and book fairs.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Basic 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;  
Age-appropriate books for elementary school students;  
Correct English usage, grammar, spelling, punctuation and vocabulary;  
Data control procedures and data entry operations;  
Oral and written communication skills;  
Interpersonal skills using tact, patience and courtesy;  
Operation of computers, peripherals and assigned software; and  
Modern office practices, procedures and equipment.

**ABILITY TO:**

Perform a variety of library duties involved in the circulation, maintenance, processing and distribution of books and instructional materials at an assigned elementary school site;  
Assist students and teachers in the selection, location and use of library materials and equipment;  
Monitor and maintain acceptable student behavior in the library;  
Learn District curriculum, reading levels and appropriate reference materials;  
Process and shelve library materials;  
Catalog and prepare books and other materials for introduction into the library materials collection;  
Inventory, order and receive instructional materials and equipment;  
Check library materials in and out to students and staff;  
Meet schedules and time lines;  
Operate a computer and assigned software;  
Maintain files and records and prepare reports;

Calculate and collect fees for lost or overdue books as required;  
Type or input data at an acceptable rate of speed;  
Communicate effectively both orally and in writing;  
Establish and maintain cooperative and effective working relationships with others;  
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 two 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.