



JOB DESCRIPTION

Library Media Specialist Assistant – High School

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The Library Media Specialist Assistant under the general supervision of the Principal and the immediate direction of the Librarian, assists the librarian in the administration of the campus library and performs routine clerical duties under direct supervision.

EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:

- High School Diploma or GED
- One year clerical experience AND one year experience working with children

ADDITIONAL REQUIREMENTS:

- Skills testing will be required
- Applicants may be required to demonstrate skills by completing job simulations

KNOWLEDGE / SKILLS / ABILITIES:

- Knowledge of general classroom/library and discipline methods/practices
- Knowledge of Internet search strategies and database exploration
- Ability to work well with staff, children, parent volunteers, and effectively as a member of an instructional team
- Skills in computer applications; Windows, Word, Excel, Internet, and other database search techniques
- Reasonable proficiency and organizational ability
- Effective communication and interpersonal skills

DUTIES AND RESPONSIBILITIES

1. Assists students and faculty with locating library materials for class assignments, research and independent reading.
2. Assists students and faculty in the use of computer software and online services.
3. Assists with the supervision of students and instructional activities that may fall within or outside the library environment.
4. Develops and maintains vertical files.
5. Operates, maintains and troubleshoots automated library system by adding, editing and deleting patrons and materials; by circulating materials, by collecting fines; and by performing other routine maintenance tasks.
6. Assists with inventory of collection.
7. Assists faculty with the use of audiovisual, technology and office equipment.
8. Processes new materials and repairs damaged items.
9. Records, processes and maintains current and back issues of periodicals and follows up as needed on periodicals which are not delivered in a timely manner.
10. Answers telephone, takes messages, files catalogs and other paperwork, types correspondence, generates and distributes overdue notices, shelves books, and performs other routine office procedures.
11. Troubleshoots problems with various AV equipment (TV, copier, overhead, etc.), coordinates repairs, prepares paperwork and follows up as needed.
12. Schedules all equipment, checks equipment in and out, cleans and performs preventative maintenance, maintains card file and inventory on equipment and lamps.

13. Follows district guidelines in maintaining a safe equipment, classroom/library management, discipline and confidentiality.
14. Participates in required staff development training programs, faculty meetings, special events, and district sponsored activities.
15. Supervises library operations in the absence of the librarian.
16. Assists with the supervision of parent volunteers and student aides.
17. Creates and maintains library displays.
18. Maintains and checks out school computer labs.
19. The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills required.

WORKING CONDITIONS

MENTAL DEMANDS: Ability to read, write, and communicate in English and follow written and oral communications.

PHYSICAL DEMANDS: Ability to lift and/or carry moderate weight (10-50 pounds), heavy weight (50-100 pounds) occasionally. Ability to stand, stoop, kneel, bend, twist, reach, and do a moderate amount of walking. Ability to maintain emotional control under stress.

SUPERVISORY RESPONSIBILITIES

None

EQUIPMENT USED

Basic office equipment

AV equipment (TV, overhead, etc)

Paraprofessional Pay Grade: 4

Salary Range: \$10.11 min./ \$12.64 mid./ \$15.16 max.

Days: 188

Wage/Hour Status: Nonexempt

Updated: November 6, 2008

The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.