



Park Hill School District

Building Successful Futures • Each Student • Every Day

Position Description

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| POSITION TITLE: | Library Media Assistant |
| F.L.S.A. | Non Exempt |
| QUALIFICATIONS: | High School diploma; working knowledge of computer software; ability to lift up to 40 lbs to chest height occasionally; good communications skills; good organizational skills; positive interpersonal skills; library experience preferred. |
| REPORTS TO: | Building Library Media Specialist |
| TERMS OF EMPLOYMENT: | 207 days; Elementary - 25 hours /week; Middle School/High School - 40 hours / week with benefits according to the Classified Agreement. |

ESSENTIAL JOB FUNCTIONS:

1. Maintains an orderly appearance of the library media center.
2. Assists in shelving of media materials.
3. Assists with the supervision of students.
4. Assists staff and students in locating and using information, media, and equipment.
5. Guides staff and students in the use of the Online Public Access Catalog.
6. Provides assistance with the operation of audiovisual software and hardware.
7. Assists in the preparation of bibliographies and reserves.
8. Organizes instructional materials as directed.
9. Assists with the distribution and collection of textbooks and teacher resources.

10. Generates and disseminates overdue notices.
11. Processes serials (including newspapers, magazines, vertical files, etc.) in all formats
12. Assists with the library media center inventory.

OTHER JOB FUNCTIONS:

1. Assists in preparing and maintaining educational displays and materials which reinforce the District curriculum.
2. Assists in training and supervising student assistants and volunteers.
3. Assists in the set up and preparations for meetings, presentations, assemblies, programs, in-services, etc.
4. Maintains usage schedules of library media center media materials and equipment.
5. Operates the circulation desk.
6. Assists Library Media Specialist in preparation for class instruction.
7. Assists in sorting and filing mail as directed by the Library Media Specialist.
8. Performs clerical duties attached to selection, acquisition, processing, and weeding of library media materials.
9. Performs preventive maintenance and minor repairs on media and equipment as directed.

Note: *Elementary Library Media Assistants are part-time employees. Therefore, performance responsibilities of these employees are abridged.*