Job Title: Media Resource Assistant

Exemption Status/Test: Nonexempt

Reports to: Principal

Pay Grade: Auxiliary 3

Dept./School: Assigned Campus

Terms: 182 days

Primary Purpose:

Assist in the administration of the campus Media Center. Perform routine clerical duties and support Media Center programming under direct supervision.

Qualifications:

Education/Certification:
High school diploma or hold a General Educational Development (GED) certificate
Have met formal academic assessment, associate's degree, or two years of study at an institution of higher learning*

Special Knowledge/Skills:
Proficient keyboarding and file maintenance skills
Ability to shelve books following district cataloging system
Ability to work well with children
Effective, organizational, communication, and interpersonal skills

Experience:
____ year experience working with children
____ year clerical experience

Major Responsibilities and Duties:

Media Center Program Support

1. Provide individual instruction and assistance to individual students or small groups in using media center resources including computers, tablets and other equipment.
2. Check books in and out. Collect and record fines.
3. Ready materials for classroom or reserve collection use as requested by teachers.
4. Request and schedule use of materials from Media Resource Specialist.
5. Prepare bulletin boards and displays and assist the Media Resource Specialist in preparing instructional materials.
6. May read to small groups of students and listen to individual students read aloud.

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7. Facilitate and support all Media Center programs including, but not limited to, Makerspace, projects, technology, contest, challenges, book fairs and reading stations.

Accounting and Inventory

8. Maintain media center catalog.

9. Assist in the annual inventory and weeding of media center materials.

10. Receive and process new books, materials, and equipment and reconcile with packing slips and invoices. Shelve returned books, materials, and equipment.

11. Perform routine maintenance and repair books, magazines, materials, and equipment. Arrange for repair at outside facilities (e.g., bindery) as directed.

Clerical Support

12. Compile, maintain, and file all reports, records, and other documents as required.

13. Prepare bibliographies, forms, purchase orders, requisitions, and routine correspondence according to standard procedures.

Student Management

14. Supervise and monitor students as assigned and assist librarian and teachers to maintain appropriate student behavior and an orderly atmosphere.

Other

15. Maintain library operation in absence of the librarian.

16. Assist in directing the work of parent volunteers and student aides.

17. Follow district safety protocols and emergency procedures.

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including computer and peripherals; standard library equipment including imaging equipment; standard instructional equipment

Posture: Regular sitting, standing, kneeling, squatting, bending/stooping, pushing/pulling, and twisting

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Motion: Repetitive hand motions; frequent keyboarding and use of mouse; regular overhead reaching; climbing ladders

Lifting: Frequent light lifting and carrying (under 15 pounds); occasional moderate lifting and carrying (15–44 pounds)

Environment: Work inside; work alone; exposure to biological and chemical hazards such as mold and dust

Mental Demands: Work with frequent interruption; maintain emotional control under stress

**Required by Every Student Succeeds Act (ESSA) for aides who are providing instructional support in Title I, Part A program.*

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____

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