



## David Douglas School District #40

### Classified Job Description

#### **LIBRARY/MEDIA INSTRUCTIONAL ASSISTANT FOR ELEMENTARY**

Schedule: 6 hours per day / 9 months per year  
Class: 10

#### **POSITION PURPOSE**

Independently oversee the primary functions of the school library media center including support of the library instructional program; student supervision; managing day to day operations of the library media center; conducting check out times for all classes; performing clerical and paraprofessional duties associated with the circulation of print and non-print library materials; directly assist students and staff with use of library. Work is primarily performed without the direct supervision of a library media specialist, although the Library/Media Instructional Assistant will work closely with the District Certified Media Specialist to ensure compliance with established policies and procedures outlined in the David Douglas Library School Manual.

#### **NATURE AND SCOPE OF RESPONSIBILITIES**

- Assist library patrons with selection and check-out of library materials
- Provide instruction and guidance to students in learning standards for 21<sup>st</sup> Century learners, and locating/using library resources, including the library and on-line catalog (Destiny)
- Fill staff requests for gathering materials on specific subjects and themes for classroom use
- Monitor and manage behavior of students using the library; personally handle minor disciplinary matters following the school's PBIS plan and write referrals for more serious infractions
- Shelf returned materials
- Repair damaged books
- Resolve problems with overdue/lost and damaged books including calling and/or sending notices to parents
- Conduct a yearly inventory of the collection and provide a summary report to the building principal and District Librarian
- Provide or facilitate, when assigned, support for audio visual, computer, printer, network and other peripheral equipment for the purpose of ensuring the efficient use of technology by students and staff
- Work with the district media clerk as needed to process orders (e.g. books, periodicals, etc.) for the purpose of maintaining library collection controls and keeping data base current
- Maintain a welcoming, respectful working and learning environment in the library media center

#### **OTHER RESPONSIBILITIES**

- Assist other personnel as may be required for the purpose of supporting them in the completion of their work activities
- Participates in district meetings of library assistants for the purpose of communicating information and gaining feedback and/or direction on a variety of issues
- Ability to operate a variety of audiovisual and computer equipment (e.g. Smart Boards, projectors, laptop/desktops)
- Computer skills to check materials in and out of the library, operate the various library/media center programs, and process new materials
- Computer skills to assist students/faculty with computer programs for research
- Competency in online searching and research
- Knowledge of policies regarding copyright laws as applicable to books, videos, and software
- Assist in student assessment process as needed
- Perform other duties, as assigned

**QUALIFICATIONS**

- High school diploma or equivalent
- 21 years of age or older
- Prior job related experience.
- Skills to operate standard office equipment including use of basic computer applications, use English in both written and verbal form, use correct spelling, grammar and punctuation, maintain detailed and accurate records.
- Knowledge of standard office equipment, library control systems.
- Abilities to sit for prolonged periods, understand and carry out oral and written instruction. Significant physical abilities include reaching/handling/fingering, talking/hearing conversations, near visual acuity/visual accommodation .
- Ability to remain flexible and work with frequent interruptions
- Ability to project a pleasant manner and relate well to staff and students and their requests for assistance in using the library's resources
- Ability to work harmoniously with others and to communicate effectively and appropriately, both verbally and in writing, with students, staff, and parents
- Ability to maintain a high level of ethical behavior and to maintain the confidentiality of information related to students and staff

**ESSENTIAL PHYSICAL REQUIREMENTS**

Moderate degree of physical stamina, with occasional lifting of up to 40 pounds. Able to lift and shelve books. Ability to move freely around the library, making frequent trips from desk to counter, files and other locations within the building. Frequent standing, walking, sitting, and bending. Exposure to noise and activity of a school setting.

**David Douglas School District Drug Testing and Criminal Background check**

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.