



## David Douglas School District #40

### Classified Job Description

#### **LIBRARY MEDIA ASSISTANT**

Schedule: 9 months per year  
Class: 8

#### **POSITION PURPOSE**

The job of "Library/Media Assistant" is done for the purpose/s of maintaining library collection at school site; implementing age appropriate programs for students utilizing library resources; selecting appropriate items in support of classroom instruction and educating students on the proper use of the library resources.

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

- Assists classroom teacher in conducting activities for the purpose of promoting the use and enjoyment of literature
- Distributes various books and media for the purpose of providing requested classroom reference materials
- Assists classroom teacher with instructing students about proper use of the library (i.e. classification system, online catalog, care of materials, etc.)
- Inventories equipment and materials in library collection for the purpose of documenting losses and/or maintaining availability of materials
- Provides or facilitates, 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
- Works with the district media clerk as needed to process orders (e.g. books, periodicals, etc.) for the purpose of maintaining library collection controls
- Promotes library use related to special holidays, seasonal activities, etc. for the purpose of motivating students to use the library resources

#### **OTHER RESPONSIBILITIES**

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities
- Assists teachers, students, and other personnel for the purpose of identifying resource materials for use in classroom and/or class assignments
- 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 catalog 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.