



LIBRARY MEDIA ASSISTANT - HIGH SCHOOL

Schedule: 8 hours per day / 10 months per year / About 220 days per year
Class 9

POSITION PURPOSE

Oversee the primary functions of the high school library media center under the supervision of the High School Librarian. This includes: managing day to day operations of the library circulation desk; directly assist students and staff with use of the library; student supervision; performing clerical and paraprofessional duties associated with the circulation of library materials; and supporting High School Librarian with the library instructional program. Operation of the circulation desk is primarily performed without the direct supervision of the High School Librarian, although the High School Library Media Assistant will work closely with High School Librarian to ensure compliance with established policies and procedures outlined in the David Douglas Library Manual.

NATURE AND SCOPE OF RESPONSIBILITIES

- Oversee the primary functions of circulation in the DDHS Library:
 - Process new books for HS & ensure shelves are in order
 - Monitor book security system and library computer use (walk-through as well as using online monitoring)
 - Decorate using cultural and holiday decorations
 - Ensure all students have a pass from teacher during class times
 - Process weeded library materials
 - Support processing/repair of books when needed
 - Assist students and staff in checking out material and use of the library
 - Perform other library duties as assigned by DDHS librarian
- Provide instruction and guidance to students in locating/using library resources, including the Destiny Discover catalog, Sora and onlineresearch databases OSLIS, Gale and SIRS.
- Assist and resolve issues with Studentvue and Parentvue
- Assist library students and staff with selection and check-out of library materials
- Monitor and manage student behavior
- Manage oversight of high school Library teacher assistants:
 - Instruct in shelving of materials and provide feedback for quality control of shelved books
 - Instruct and monitor for quality all aspects of processing newly cataloged (stamping, covering, security tape)
 - Work on special projects as needed
 - Use time efficiently
- Assist Teacher Assistants or other volunteers/personnel working in the library as may be required for the purpose of supporting them in the completion of their assigned library tasks
- Resolve problems with overdue/lost and damaged books including calling and/or sending notices to parents
- Conduct a yearly inventory of the collection
- Provide support for audio visual, computer, printer, network and other peripheral equipment in the library for the purpose of ensuring the efficient use of technology by students and staff
- Collaborate with the librarian to schedule events on the library calendar for staff as needed
- Maintain a welcoming, respectful working and learning environment in the library media center
- Participate in district meetings of library assistants
- Ability to operate a variety of audiovisual and computer equipment (e.g. Smart Boards, projectors, laptop/desktops) in library
- Assist as needed in the training/support of district Library Media Assistants (LMAs) to include answering questions; coordinating book processing in the district
- Go to classes and train students on how to use SORA or databases as assigned by the Librarian
- Assist students/faculty with computer programs for research
- Assist in student assessment process as needed
- Assistant/support for other school activities, such as registration, book distribution, grade report mailing may occur as needed, assigned by administration
- Perform routine technology updates in library as needed; clear out desktops, maintain bookmarks, empty desktop recycle bin
- Perform other duties, as assigned

QUALIFICATIONS

- High school diploma or equivalent
- Prior job-related experience
- Competency in online searching and research, Word documents, Excel and PowerPoint and Google applications
- Understand and gain/have knowledge of policies regarding copyright laws as applicable to books, videos, and software
- 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.

The David Douglas School District welcomes applications from candidates that expand the District's diversity.

Multi-Cultural preferred. Bi-Lingual candidate preferred.

The David Douglas School District is a diverse community that provides equal opportunity in employment, activities, and its programs. It is the policy of the David Douglas School District the grounds of race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, marital status, disability, veteran status, age, genetic information or any other status protected under applicable federal, state or local laws.

The school district also prohibits retaliation against an individual for engaging in activity protected under this policy and interfering with rights or privileges granted under anti-discrimination laws.

Persons having questions about equal opportunity and nondiscrimination should contact the Director of Human Resources for David Douglas School District.