

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
CLASSIFIED JOB DESCRIPTION

LIBRARY/MEDIA ASSISTANT

DEFINITION

Supports the administration, operation and maintenance of a school library/media center.

DISTINGUISHING CHARACTERISTICS

Positions in this classification are the entry level in the Library Technician series. This position functions under the direct supervision of a Library Media Teacher or designee.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from a Library Media Teacher or designee. May supervise students enrolled in the library elective and other student or adult volunteers.

EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following:

Provide assistance to students and staff in the use of library materials and computers; Assist in the training, supervision and evaluation of student assistants and volunteers; Catalog and process new books and materials; Assist in updating automated library system; Circulate materials and maintain circulation records through the use of an automated library system; Shelve print and non-print media; Maintain the library environment according to policies established by the school administration; Support appropriate use of the Internet; Assist in inventory of library materials; Maintain indebtedness records for loss of library materials and prepare correspondence to recover losses; Mend and repair library materials; Assist in the scheduling and distribution of audio visual equipment; Attend district library meetings and workshops; May trouble shoot hardware and/or software problems; Performs other duties as assigned.

QUALIFICATIONS

Knowledge and Abilities:

Knowledge of modern office practices, procedures, methods and equipment; Knowledge of standard library practices, procedures and terminology; Knowledge of basic reference sources and materials; Knowledge of English usage, spelling, grammar, and punctuation; Knowledge of basic computer skills and familiarity with software applications commonly used in a school setting; Knowledge of Internet use, related security risks and precautions; Ability to process and catalog print and non-print media; Ability to do simple reference work; Ability to assist students in the selection of library

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materials; Ability to maintain discipline and motivate students; Ability to work effectively in the absence of supervision; Ability to establish and maintain cooperative working relationships with those contacted in the course of work; Ability to type at a speed necessary to complete work in a reasonable time; Ability to understand and carry-out oral and written directions; Ability to communicate effectively both orally and in writing.

Experience and Training Guidelines: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

1 year of general office experience.

Training:

Formal or informal training which provides the ability to read and write at a level necessary for job performance.

Special Requirements: Incumbents must meet one of the following criteria:

- Possess an Associate of Arts (or higher) degree or,
- Have completed 48 units from an accredited institution of higher learning after graduation from high school or,
- Pass District proficiency test in reading/writing, mathematics and the ability to assist in instruction.

Reviewed and Agreed to by;

Incumbent: _____

Date: _____

May 2007