



Job Title: **Media Assistant**

Department: **Schools**

Supervisor: **Principal and Library Media Specialist**

Lane Placement: **ESP Lane 2**

Schedule: **Varies**

Evaluation Group: **JCES 11**

FLSA Classification: **Non - Exempt**

## JOB DESCRIPTION

Under the supervision of school library medial specialist, the Media Assistant performs a variety of services in the school Library Media Center (LMC). Incumbent enters student data into computer, assists students and teachers using the automated catalog and in locating library materials. Assists in circulating library equipment, keeps library clean and orderly, copies printed materials and tapes (audio and video), and assists in producing visual materials. Incumbent performs clerical duties as needed.

## ESSENTIAL FUNCTIONS

- Assists in organizing materials, equipment and services in the LMC (e.g. processing new materials, scheduling audio-visual equipment, cataloging LMC materials and sorting of LMC materials).
- Assists in preparation of overdue notices and collection of fines.
- Types LMC work orders for equipment repairs.
- Batch loads MARC records.
- Trains and supervises student library media assistants.
- Enters student data into computer at beginning of each school year.
- Assists students and teachers in locating LMC materials and in the use of automated catalog and computer search stations.
- Assists in the circulation of LMC materials and equipment.
- Checks for damaged and missing items when returned.
- Shelves books, periodicals, and audio-visual materials. Checks shelves periodically to assure items have been properly placed.
- Assists in producing visual materials (posters, transparencies, laminations) for staff and other school needs.
- Helps in decorating the LMC bulletin boards and displays.
- Makes copies of printed materials, video and audio tapes. Monitors copyright restrictions. Helps students copy LMC materials.
- Makes repairs to books and other LMC materials.
- Replaces projector lamps.
- Assists with use of in-house video systems.
- Assists with LMC inventories.
- Maintains LMC when LMS is absent.
- Helps keep LMC clean and orderly.
- Performs clerical duties as requested by LMS.
- Incumbent may oversee activities on the playground and parking lots in all weather conditions and must remain alert to possible hazards.
  - May assists in instruction of students and other classroom activities as needed (e.g. classroom, playground, copy room, computer room, and lunch room).
- Predictable and reliable attendance.

During times of state and district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

### **NON-ESSENTIAL FUNCTIONS**

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

### **QUALIFICATION REQUIREMENTS**

- Incumbent must be fingerprinted and clear a criminal backgrounds check.
- Requires High school diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be requested.
- No previous work experience required.
- Three months on-the-job LMC training will be provided.
- Requires references demonstrating dependability, integrity and productivity.
- Requires basic computer knowledge.
- Requires knowledge of LMC systems for organizing materials and equipment.
- Requires ability to follow instructions and basic ability to relate well to co-workers and students in largely structured situations.

**NOTE:** The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

### **PHYSICAL REQUIREMENTS---Not limited to the following:**

- Job requires some physical exertion in lifting, moving, and checking LMC equipment.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Requires the ability to lift a minimum of ten (10) pounds.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

*Note: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented*

All employees are required to participate in the District evaluation process.  
It is the employee's responsibility to review and adhere to all district policies and procedures.  
This information may be reviewed at [www.canyonsdistrict.org](http://www.canyonsdistrict.org)