



STOCKTON UNIFIED SCHOOL DISTRICT

CLASS TITLE: LIBRARY MEDIA ASSISTANT

BASIC FUNCTION:

Under the direction of an assigned administrator, perform a variety of clerical library duties involved in the acquisition, circulation, maintenance and distribution of library books and instructional materials at an assigned school site; assist students and teachers in the selection, location and use of library materials and equipment.

REPRESENTATIVE DUTIES

ESSENTIAL DUTIES:

Assist students and teachers in the selection, location and use of library materials and equipment; respond to inquiries and provide information to students and teachers; assist students in researching instructional materials for classroom use.

Circulate library materials; check library materials in and out to students and staff using an assigned computerized system and bar codes; shelve returned books and materials; collect student late fees and prepare related correspondence.

Instruct students in proper methods of utilizing library and reference materials; assist students with utilizing computers for research projects; monitor and maintain acceptable student behavior in the library.

Monitor inventory levels of textbooks, instructional materials and other library supplies; assist in ordering materials and supplies as directed; maintain and perform minor repairs on books and equipment as needed.

Input, process and receive library material and textbook orders; prepare materials for introduction into the library materials collection; prepare labels; affix identification and bar-code labels to materials; input related information into assigned computer system.

Perform a variety of clerical library duties involved in the acquisition, circulation, maintenance and distribution of library books and instructional materials at an assigned school site; process new books and instructional materials; oversee the cataloguing of books and instructional materials.

Operate a variety of office and library equipment including a calculator, copier, fax machine, computer and assigned software.

Library Media Assistant - Continued

Maintain a variety of records related to library books, instructional materials, student information, inventory, purchase orders and assigned activities; establish and maintain filing systems.

Communicate with District personnel and outside agencies to exchange information and resolve issues or concerns.

Organize and prepare library displays, decorations and bulletin boards; maintain a clean and orderly library environment.

Maintain regular and prompt attendance in the work place.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Modern office practices, procedures and equipment
- Basic library methods, practices and terminology
- Basic reference and cataloging techniques
- Basic instructional methods and techniques
- Operation of a computer and assigned software
- Record-keeping techniques
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Interpersonal skills using tact, patience and courtesy
- Oral and written communication skills
- Basic research methods

ABILITY TO:

- Assist students and teachers in the selection, location and use of library materials and equipment
- Check books and materials in and out of the library
- Maintain library in a neat and orderly condition
- Process and shelve library materials
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Maintain records and files
- Operate a variety of office equipment including a computer and assigned software
- Learn, interpret, apply and explain applicable policies, procedures, rules and regulations
- Monitor and maintain acceptable student behavior in the library
- Understand and follow oral and written instructions
- Complete work with many interruptions
- Develop and maintain cooperative working relationships with those contacted in the course of work
- Carry out oral and written directions; write and speak at a level sufficient to fulfill the duties

Library Media Assistant - Continued

to be performed for the position described

EDUCATION AND EXPERIENCE:

Any combination of education, training, and/or experience equivalent to: graduation from high school and one (1) year of general clerical or library experience.

NO CHILD LEFT BEHIND FEDERAL REQUIREMENTS

- High school graduation or GED
- Degree or completion of 48 semester units from accredited college or university or District Assessment Test/County certificate showing compliance with NCLB. (SUSD proficiency test taken before 7/1/04 does not meet this requirement)

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment.

PHYSICAL DEMANDS:

Employee in this position must have/be able to:

- Enter data into a computer terminal and operate standard office and/or library equipment
- Sit for extended periods of time
- See and read a computer screen and printed matter with or without vision aids
- Hear and understand speech at normal levels and on the telephone, with or without hearing aids
- Stand, walk and bend over
- Frequently grasp up to 5 lbs
- Push/pull up to 75 lbs for short distances
- Lift and/or carry up to 40 lbs at waist height for 5-10 feet
- Reach overhead, above the shoulders and horizontally
- Climb ladders and work at heights of 25 feet

HAZARDS:

- Repetitive hand motions
- Climb ladders

Board Adopted: 1/11/05
CSEA Chapter 821
Salary Range: 31