

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: LIBRARY MEDIA ASSISTANT SCHOOL-BASED

GENERAL STATEMENT OF JOB

Under general supervision, performs paraprofessional library work assisting students, teachers, and library media specialists in a school library media center. Work involves a variety of clerical and technical tasks in assisting students and teachers and maintaining library materials and records, which may include: automated circulation, distribution of overdue notices, sorting and shelving new and returned books, other materials and equipment, and providing assistance with questions and/or problems regarding library media resources. Employee is also responsible for maintaining records associated with circulation, processing new books and other materials, preparing and shipping damaged books to be repaired, utilizing data entry equipment to prepare and maintain various files, catalogs and records, and assisting in special activities presented by the library. Duties assigned to employees in the position may vary according to needs and structure of assigned school library and/or allocation of workload. Reports to a Library Media Specialist.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Performs tasks at the circulation desk, including checking in and out materials and equipment, preparing materials to be shelved, advising students, parents, and staff of library media regulations, procedures, programs and services.

Utilizes computers to prepare and maintain various files and records, to determine location and status of books and materials, and printout reports, labels, catalog records, etc.; prepares and maintains cataloging files, lists, indexes, bibliographies, computer files, etc.

Performs reference tasks such as searching for material and answering reference questions and requests and instructing students in the use of reference resources, e.g. online, electronic, and print, bibliographies, and public access catalogs.

Instructs and assists students in the use of automated reading programs, reference materials, and library equipment, such as scanners, cameras, copiers, and compact disc players; performs minor maintenance on library equipment.

Prepares and maintains information files, sorting material according to topics, periodically weeds files, discarding dated and irrelevant materials.

Compiles computer generated data and prepares statistical reports on attendance, program participation, collection maintenance, circulation, etc.

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Processes new books and other materials, entering data into online catalog database and attaching barcodes, labels, and book covers as needed.

Prepares damaged books for bindery, affixes barcodes, processes books returned from bindery, and amends records.

Processes incoming mail daily, preparing periodicals for use by students and teachers; sorts and distributes interlibrary mail.

Searches shelves for materials reported as returned and for material designated for withdrawal; amends records as appropriate.

Answers telephone and receives and replies to inquiries or requests via fax and or electronic mail.

Assists with the planning and development of curriculum related programs, e.g. story hours, book talks, flannel board presentations, music, puppet shows, creative drama, book fairs, etc.

Prepares bulletin board displays reflecting themes of seasons, holidays, historical events, and literacy connections appropriate for school-age children.

Delivers audiovisual materials and equipment and other materials to classrooms.

Tapes off-air television programming and schedules playback for closed-circuit broadcasts.

Trains adult and student Library Media Volunteers.

Assists in supervision of students; prepares and issues student passes as appropriate.

ADDITIONAL JOB FUNCTIONS

Performs related work as required.

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MINIMUM TRAINING AND EXPERIENCE

An Associates Degree or higher or 48 semester hours of college coursework with a minimum of 2.0 GPA and some experience in public or school library work; experience with computers; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment including computers, copiers, microfiche readers, filmstrip projectors, VCRs, compact discs, etc. Must be able to exert up to 20 pounds of force occasionally, and/or a negligible amount of force constantly to move objects. Physical requirements are consistent with those for Light Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, journals, books, etc. Requires the ability to prepare correspondence, reports, forms, records, presentations, etc., using prescribed format.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; and to determine percentages and decimals.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

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Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the daily operations of a library media program.

Considerable knowledge of online catalog and print and electronic reference resources.

Considerable knowledge of the circulation process for library media resources.

Considerable knowledge of procedures and regulations for users of the library media program.

General knowledge of how to operate media production equipment, general office machines, and personal computer.

General knowledge of common spreadsheet, word processing, and database programs.

Some knowledge of repair and maintenance of print and nonprint materials.

Ability to maintain complete and accurate records and to develop reports from those records.

Ability to understand and follow oral and written instructions.

Ability to perform the physical labor required of the position.

Ability to establish and maintain effective working relationships with persons of diverse backgrounds and teaching/learning styles as necessitated by work assignments.

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DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.