



Job Description

Job Title:	Library Media Assistant - Elementary	Department:	Education / Elementary
Schedule:	9 months per year / About 179 days per year	Reports To:	Principal
Classification:	Class 10	Prepared By:	HRA Job #72/DDSD HR
FLSA Status:	Non-Exempt	Prepared Date:	2023
		Approved By:	HR
		Approved Date:	12/12/2023

SUMMARY

Independently oversee the primary functions of the school library media center including support of the library instructional program; student supervision; managing day to day operations of the library media center; conducting check out times for all classes; performing clerical and paraprofessional duties associated with the circulation of print and non-print library materials; directly assist students and staff with use of library. Work is primarily performed without the direct supervision of a library media specialist, although the Library/Media Instructional Assistant will work closely with the District Certified Media Specialist to ensure compliance with established policies and procedures outlined in the David Douglas Library School Manual.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This description covers the most significant essential and auxiliary duties performed by this position for illustration purposes, and does not include other work, which may be similar, related to, or a logical assignment for the position. The job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.

- Instructs and provides guidance to all students on the American Library Association Standards for the 21st Century Learner and how to locate and use library resources, both in-person and online (through Destiny) on a weekly rotating basis.
 - Assist library patrons with selection and check-out of library materials.
 - Promote and display culturally diverse monthly celebrations as well as seasonal, special holidays etc. for the purpose of students seeing themselves in library displays and materials.
 - Assists teachers, students, and other personnel for the purpose of identifying resource materials for use in classroom and/or class assignments.
 - Collaborate with classroom teachers in conducting activities for the purpose of promoting and enjoying reading.
 - Monitor and manage behavior of students using the library; personally, handle minor disciplinary matters following the school's PBIS plan and write referrals for more serious infractions.
 - Shelves returned materials.
 - Repair damaged books.
 - Resolve problems with overdue/lost and damaged books including calling and/or sending notices to parents.
 - Conduct a yearly inventory of the library collection and provide a summary report to the District Librarian.
 - Conduct a yearly Inventory of curriculum materials and provide reports to teachers and building principal.
 - Provide or facilitate, when assigned, support for audio visual, computer, printer, network and other peripheral equipment for the purpose of ensuring the efficient use of technology by students and staff.
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- Order new library materials including vetting such materials through reliable review sources.
- Work with the district media clerk as needed to process orders (e.g., books, periodicals, etc.) for the purpose of maintaining library collection controls and keeping data base current.
- Maintain a welcoming, respectful working and learning environment in the library media center.
- Assist other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Participates in district meetings of library assistants for the purpose of communicating information and gaining feedback and/or direction on a variety of issues.
- Utilizes computer skills to check materials in and out of the library, operate the various library/media center programs, process new materials, and assist students with research.
- Competency in online searching and research.
- Knowledge of policies regarding copyright laws as applicable to books, videos, and software.
- Assist in student assessment process as needed.
- Perform other duties, as assigned.

SUPERVISORY RESPONSIBILITIES

This position does not have any supervisory responsibilities.

QUALIFICATIONS

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to the safety or health of employees or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to operate a variety of audiovisual and computer equipment (e.g., Smart Boards, projectors, laptop/desktops).
- 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.

EDUCATION and/or EXPERIENCE

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the required knowledge and abilities would be:

- Must have had 2 years of college or hold an associate degree or successfully complete the district paraprofessional assessment.
 - Prior job related experience.
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LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of an organization. Bilingual preferred (The district's top languages are Spanish, Russian, Chinese, Vietnamese and Somali).

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, proportions, and percentages. Ability to apply concepts of basic algebra.

COMPUTER SKILLS

The job requires specialized computer skills. Must be adept at using various applications including database, spreadsheet, report writing, project management, graphics, word processing, presentation creation/editing, communicate by e-mail and use scheduling software.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

No additional certification requirements.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This level has a work environment that is usually well protected, free (minimal 0-20%) from hazards or obstacles. There is little element of personal risk or hazard. Job conditions are usually comfortable, with only occasional issues of confinement, temperature change, incident of noise, or interactions of a disagreeable nature, etc. Positions with minimal responsibility for driving are to be placed at least at this level.

PHYSICAL DEMANDS

Positions at this level require minimal (>20%) physical effort such as light lifting, carrying or movement, etc. Physical capability involves the use of office or equipment where some agility and hand eye coordination are needed. The employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee is frequently required to sit. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl.

MENTAL DEMANDS

Positions at this level require regular (40-60%) adaptive and flexible responses due to changing priorities, need to juggle timeframes, and need to meet fluctuating deadlines. Interruptions to normal schedules occur and response to new situations is needed regularly. Contacts with others can frequently include difficult or disagreeable people.

PAY EQUITY SCOPE

Organization image is positively or negatively influenced by results of personal work. "Customer" service is an important part of the job and actions would likely impact the user's sense of satisfaction.



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ADDITIONAL REQUIREMENTS

Post-job offer criminal background check will be required.

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 to not discriminate on the grounds of race, color, religion, ethnicity, and 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.

Employee Signature:		
Employee Name:		
Date:		