



# Job Description

<b>Job Title:</b>	<b>Library Media Assistant – High School</b>	<b>Department:</b>	Education / High School
<b>Schedule:</b>	10 months per year / About 220 days per year	<b>Reports To:</b>	Principal
<b>Classification:</b>	Class 9	<b>Prepared By:</b>	HRA Job #73/DDSD HR
<b>FLSA Status:</b>	Non-Exempt	<b>Prepared Date:</b>	2023
		<b>Approved By:</b>	HR
		<b>Approved Date:</b>	12/12/2023

## SUMMARY

Oversee the primary functions of the high school library media center under the supervision of the High School Librarian. This includes managing day to day operations of the library circulation desk; directly assist students and staff with use of the library; student supervision; performing clerical and paraprofessional duties associated with the circulation of library materials; and supporting High School Librarian with the library instructional program. Operation of the circulation desk is primarily performed without the direct supervision of the High School Librarian, although the High School Library Media Assistant will work closely with High School Librarian to ensure compliance with established policies and procedures outlined in the David Douglas Library 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.

- Oversee the primary functions of circulation in the DDHS Library:
  - Process new books for HS & ensure shelves are in order.
  - Monitor book security system and library computer use (walk-through as well as using online monitoring).
  - Decorate using cultural and holiday decorations.
  - Ensure all students have a pass from teacher during class times.
  - Process weeded library materials.
  - Support processing/repair of books when needed.
  - Assist students and staff in checking out material and use of the library.
  - Perform other library duties as assigned by DDHS librarian.
- Provide instruction and guidance to students in locating/using library resources, including the Destiny Discover catalog, Sora and onlineresearch databases OSLIS, Gale and SIRS.
- Assist and resolve issues with Studentvue and Parentvue.
- Assist library students and staff with selection and check-out of library materials.
- Monitor and manage student behavior.
- Manage oversight of high school Library teacher assistants:
  - Instruct in shelving of materials and provide feedback for quality control of shelved books.
  - Insruct and monitor for quality all aspects of processing newly cataloged (stamping, covering, security tape).
  - Work on special projects as needed.
  - Use time efficiently.



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- Assist Teacher Assistants or other volunteers/personnel working in the library as may be required for the purpose of supporting them in the completion of their assigned library tasks.
- Resolve problems with overdue/lost and damaged books including calling and/or sending notices to parents.
- Conduct a yearly inventory of the collection.
- Provide support for audio visual, computer, printer, network and other peripheral equipment in the library for the purpose of ensuring the efficient use of technology by students and staff.
- Collaborate with the librarian to schedule events on the library calendar for staff as needed.
- Maintain a welcoming, respectful working and learning environment in the library media center.
- Participate in district meetings of library assistants.
- Ability to operate a variety of audiovisual and computer equipment (e.g. Smart Boards, projectors, laptop/desktops) in library.
- Go to classes and train students on how to use SORA or databases as assigned by the Librarian
- Assist students/faculty with computer programs for research.
- Assist in student assessment process as needed.
- Assistant/support for other school activities, such as registration, book distribution, grade report mailing may occur as needed, assigned by administration.
- Perform routine technology updates in library 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.

- Competency in online searching and research, Word documents, Excel and PowerPoint and Google applications.
  - Understand and gain/have knowledge of policies regarding copyright laws as applicable to books, videos, and software.
  - 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.
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## **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:

- High school diploma or equivalent.
- Prior job-related experience.

## **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 certifications or licenses required.

## **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.

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## 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.

## 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:		