



PERSONNEL COMMISSION

Class Code: 5021

Salary Range: 20 (C1)

LIBRARY/MEDIA CENTER ASSISTANT

JOB SUMMARY

Under immediate supervision of the Library Media Teacher, assist and serve in the use of school libraries with print collections, media/audio visual and technological equipment; administer the policies and procedures of the assigned library pertaining to the specific day-to-day operating methods and requirements; develop and create instructional media materials such as video tape programs and audio tapes; perform related duties as assigned.

EXAMPLE OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Assist teachers and students in the location and use of print and non-print materials.
- Assist the Library Media Teacher in directing the activities of students. **E**
- Inform teacher and/or specialist of student progress and/or problems. **E**
- Make appropriate adjustments to changing priorities within library operations. **E**
- Assist, instruct and train faculty, staff and students to operate various instructional media equipment used for production. **E**
- Reconfigure room arrangements and instructional systems within the media center for ongoing classes or other special functions. **E**
- Organize and maintain scheduling/circulation of audio-visual equipment for classroom use; set up audiovisual or VCR equipment and collect when finished. **E**
- Maintain media software including computer software, audiotapes and videotapes. **E**
- Set up and operate, make minor adjustments on media equipment, such as video cassette recorders, video monitors/connecting cables, 35mm SLR cameras, computers, public address systems, compact disc players, and other equipment used in production or recommend further repair. **E**
- Perform routine computer maintenance and load computer software. **E**
- Circulate, shelve, and repair library materials. **E**
- Monitor circulation records, prepare and send notification of overdue materials and reconcile payments and/or reimbursements for overdue lost and/or damaged materials, and maintain other computer records using the Spectrum library automation program or other computerized circulation system. **E**
- Assist the Library Media Teacher in the preparation of bibliographies. **E**

- Assist the Library Media Teacher in the maintenance of the shelf-list and automated catalog; in the preparation of books to be ordered, replaced and/or discarded or collected for use during summer school session. ***E***
- File materials pertinent to library/media center operations, such as book orders and catalogs from publishers. ***E***
- Process new materials (books, magazines, tapes, videos, CD-ROMS, etc.) and report inconsistencies to the Library Media Teacher. ***E***
- Use the Spectrum library automation program to circulate books, generate overdues and reports, find materials, and input new ones under the direction of the Library Media Teacher. ***E***
- Assist the Library Media Teacher with the annual inventory of the library collection and with the preparation of the Annual Report and other statistics as needed. ***E***
- Assist with the discipline of students in accordance with District policy. ***E***
- Administer first aid or necessary physical assistance to ill or distressed students. ***E***

*Note: At the end of some of the duty statements there is an italicized **E** which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

DISTINGUISHING CHARACTERISTICS

A Library/Media Center Assistant will work in a library/media center and take responsibility for its operation and physical condition. Incumbents are expected to follow the policies and procedures of the respectively assigned libraries/media centers pertaining to day to day operating methods and requirements. The employee is expected to work harmoniously with students, volunteers, clerks or aides. The employee will assist the school staff, student body and volunteers in the use of all functions and facilities available within the library/media center, which may encompass the utilization of computers. Incumbents must possess strong oral communication skills in order to convey spoken instructions and direction, as well as good organizational skills and problem-solving ability.

EMPLOYMENT STANDARDS

Knowledge of:

Dewey Decimal System of Classification.

Standard library rules, alphabetical order, filing.

Available basic reference material(s).

Audiovisual equipment and its use (to include: video taping, television, and photographic equipment).

Knowledge of the Internet and its use.

Automated catalog.

Media software, hardware and computer capabilities.

Knowledge of copyright laws.

First aid.
Adolescent behavior.

Ability to:

Work independently with staff, students and others with minimal supervision to complete assigned tasks.

Organize time, activities, and materials to achieve plans within limited and varied time restrictions.

Understand and carry out oral and written instructions and effectively communicate both orally and in writing.

Be consistent in following established library procedures/policy.

Operate and perform light maintenance on additional site equipment, such as, laminators, computers, copy machines, scanners, printers, etc.

Set up and operate a variety of office, classroom machines and equipment.

Maintain a positive attitude, focus and flexibility while working with many unexpected demands including frequent interruptions.

Perform a variety of clerical duties, including lifting and shelving of books and supplies.

Assist in directing the activities of students in the support of library operations.

Demonstrate confidence, tact and the use of good judgment relating to day-to-day activities and in the area of problem solving.

Understand and carry out oral and written instructions.

Establish and maintain effective relationships with those contacted in the course of work.

Troubleshoot printer, scanner, computer and other technological problems.

Education and Training:

Consistent with the No Child Left Behind Act of 2002 and other related legislation, candidates for this classification must meet the following standards:

The equivalent of graduation from high school and one of the following:

1. Completion of at least two years of study (48 semester units or 60 quarter units) at an institution of higher education; Or
2. Attainment of an Associate of Arts degree or higher degree; Or
3. Meeting a rigorous standard of quality by receiving a passing score in an examination administered by the Personnel Commission which demonstrates the knowledge and ability to assist in instructing reading, writing and mathematics.

In addition to the above standards, incumbents must provide proof of completion one college-level course relating to computer use.

Experience:

One year of library/media center experience, preferably including knowledge of, familiarity with and the operation of equipment used in media centers such as computers, copy machines, cassette recorders, cameras and printers.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS

Positions in this classification require the use of a personal automobile and the possession of a valid California Class C driver's license.

WORKING ENVIRONMENT

Library/media center and classroom environment within the library/media center.
Drive a vehicle to travel to various sites.

PHYSICAL DEMANDS

May include kneeling, climbing, lifting, pushing, pulling, dragging, stretching, twisting, bending, squatting and crouching.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

12/15/94;
Rev. 6/99;
Rev. 7/02;
Rev 1/30/2003
Rev: 8/23/2007