

**CHICO UNIFIED SCHOOL DISTRICT
LIBRARY MEDIA ASSISTANT**

DEFINITION

Under the general supervision of the K-8 Library Media Teacher (LMT), and as an integral part of the library media program, to perform a variety of library, clerical, and computer duties in the school library setting; to provide assistance to the K-8 LMT, and to provide general assistance to students and staff.

SUPERVISION EXERCISED

May exercise functional and technical supervision over students, student assistants, and parent volunteers, as directed by the K-8 LMT.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Provide students with a healthy, child-friendly environment in which students are encouraged to explore a wide variety of interests through books and other media.
- Promote and showcase high-interest literature through a variety of venues: storytelling, bulletin boards, and other display areas.
- Read students an engaging story whenever possible.
- Establish positive rapport with students; help build confidence, self-esteem and responsible behavior in students.
- Help maintain the physical appearance and ease of use of the library.
- Prepare necessary circulation materials including shelf markers, class lists, and schedules.
- Shelf books and organize other materials housed in the library. Maintain orderliness of shelved materials.
- Repair items in need of mending in a timely fashion. Refer items beyond repair for discard/replacement evaluation by the K-8 LMT.
- Perform a variety of clerical duties, including compiling and maintaining library media center records and files; prepare library schedule, in collaboration with teachers and site administration.
- Attend and participate in professional development activities as assigned; attend appropriate job-related workshops, conferences and classes.
- Collect monies for lost or damaged materials, issue receipts, route funds to fiscal services in an accurate and timely manner, and complete appropriate paperwork as directed by the LMT.
- Assist students in finding appropriate reading material.
- Perform other job-related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Basic operations, services and activities of a library;
- Principles of record-keeping and reporting;

- Basic library terminology;
- Modern office methods, practices, procedures, and computer software needed for library media center;
- Correct English usage, spelling, vocabulary, grammar, sentence structure, and punctuation;
- Dewey Decimal System and library collection arrangement.

Skill to:

- Operate modern office equipment, including computer equipment;
- Type or operate a keyboard at a level proficient for successful job performance.

Ability to:

- Demonstrate an understanding, patient and receptive attitude toward students;
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work;
- Maintain confidentiality of student and school information;
- Interact effectively and sensitively with individuals from diverse backgrounds;
- Understand and follow oral and written instructions;
- Work independently on assigned tasks.

EXPERIENCE, EDUCATION, AND TRAINING GUIDELINES

Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience:

- One (1) year of clerical and computer experience, including some exposure to basic library procedures.
- Some experience working in an organized education or student setting.

Training:

- Equivalent to the completion of the twelfth grade.
- Supplemental specialized training in child development, education, or a related field is desirable.

SPECIAL REQUIREMENTS

- Must pass the competency exam of the classification as designated by the Classified Human Resources Department.

PHYSICAL DEMANDS

Essential duties require the following physical skills and work environment:

- Ability to sit, stand, walk, kneel, stoop, reach, twist, and lift 25 lbs.
- Ability to stand/walk all areas of the library for approximately 75% of an assigned a day.