

Lebanon Community Schools

POSITION DESCRIPTION

TITLE: MEDIA ASSISTANT

TYPE: Classified

REPORTS TO: Principal

POSITION SUMMARY:

The primary purpose of this position is to assist the principal and school in providing a well-organized, smoothly functioning media center environment in which teachers and students can take full advantage of available resources. The media assistant oversees the day to day operations of the library/media center. The media assistant's direct supervisor is the principal, with the district certified media specialist overseeing the library operations.

MINIMUM QUALIFICATIONS:

1. High school diploma or equivalent.
2. Criminal history clearance.
3. Demonstrated knowledge and ability through a formal state or local academic assessment.
4. Demonstrated basic library/media knowledge.
5. Demonstrated ability to read aloud fluently with expression and confidence.
6. Demonstrated ability in basic computer operation.

ESSENTIAL FUNCTIONS:

1. Performs clerical and para-professional duties associated with the circulation of print and non-print media center materials.
2. Assists in the planning and implementation of learning experiences for the students.
3. Orders books, magazines, and supplies as directed.
4. Receives new media center materials and supplies and verifies accuracy and completeness of shipments; authorizes payment for orders received; makes inquiries as to the status and problems with delayed orders and partial shipments.
5. Processes new books, including bar coding, stripping, stamping, typing catalog cards or entering data into computer system, and affixing protective covers.
6. Assists with check-out/check-in of materials.
7. Supports media center or computer lab.
8. Maintains records and documentation of circulation and fines.
9. Assists students and staff in researching information and selecting resources.
10. Records on and off air programs for fair use.
11. Supervises students using media center, computer labs and/or library.
12. Schedules use and repair of computer and audio-visual equipment, maintains inventory, and supports equipment users.
13. Makes minor repairs to books and magazines.
14. Keeps media center organized and in order.
15. Assists parents and community members as needed.
16. Participates in district classified assistant staff development program activities.
17. Works harmoniously with others and communicates effectively (both orally and in writing) with students, parents, and staff.
18. Reads small print from computer printouts, catalogs, and other paperwork.
19. Frequent and prolonged talking/hearing conversations.

LEBANON COMMUNITY SCHOOLS
Position Description
Media Assistant (cont'd)

OTHER REQUIREMENTS:

1. Possible exposure to bodily fluids due to student or employee illness or injury.
2. Work is almost exclusively indoors.
3. May be required to obtain a First Aid and/or CPR Card and serve as a Delegated Caregiver or Designated First Aid Provider.
4. Occasionally performs other duties as required by supervisor.

WORKPLACE EXPECTATIONS:

The employee has regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedules.

The employee is dressed and groomed in a neat, clean, and appropriate professional manner for the assignment and work setting.

The employee maintains the integrity of confidential information relating to a student, family, colleague, or district patron. The employee uses or relays personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.

The employee follows all district or supervisor policies, rules, regulations, memos, bulletins, announcements, applicable position descriptions, and reasonable requests by proper authority.

TERMS OF EMPLOYMENT:

Current work year of approximately 180 paid days, subject to change.

Salary and benefits based on current District Salary Schedule and negotiated agreement.

EVALUATION:

Performance in this position will be evaluated in accordance with District policy and regulations concerning personnel evaluation.

EMPLOYEE STATEMENT:

“I have reviewed the above position description and understand its contents.”

“I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents.”

“I hereby certify that I am able to fulfill the essential functions of the above position.”

Employee Name (Print)

Employee Signature

Date

PHYSICAL REQUIREMENTS FOR ESSENTIAL FUNCTIONS

In an 8 hour workday, this job requires: R - Rarely (Less than .5 hr per day) O - Occasionally (.5 - 2.5 hrs per day) F - Frequently (2.5 - 5.5 hrs per day) C - Continually (5.5 - 8 hrs per day) NA - Not Applicable					
Physical Requirements	NA	R	O	F	C
Sitting			X		
Stationary standing				X	
Walking (level surface)				X	
Walking (uneven surface)	X				
Crawling		X			
Crouching (bend at knees)			X		
Stooping (bend at waist)			X		
Twisting (knees/waist/neck)			X		
Turn/pivot			X		
Climbing (stairs)	X				
Climbing (ladder)	X				
Reaching overhead		X			
Reaching extension			X		
Repetitive use arms				X	
Repetitive use wrists				X	
Repetitive use hands grasping				X	
Repetitive use hands squeezing		X			
Fine manipulation				X	
Using foot control	X				
*Pushing/Pulling Maximum weight: <u>60 lbs.</u>			X		
*Lifting/Carrying Maximum weight: <u>50 lbs.</u>		X			

* Identify items typically moved: Book carts, AV carts, books, equipment, chairs, file drawers