

# Knappa School District

41535 Old Hwy 30, Astoria, Or. 97103

503-458-5993

Paulette Johnson, Superintendent

February 5, 2019

The Knappa School District is seeking to fill the position of District Media Assistant (7 hours per day) for the Knappa School District.

**Title:** District Media Assistant 7 hours per day

**Qualifications:** High School Diploma or equivalent, knowledge of office practice and procedures; understand and follow oral and written instructions with speed and accuracy; possess knowledge of proper English, spelling and mathematics; ability to work harmoniously with public, staff and students. Ability to pass competency test OR Two-year college degree.

**Supervises:** Students

**Reports To:** Principal

**Job Goal:** To assist certificated personnel to fulfill job goal

## **Responsibilities:**

1. Work in Media Center, checking in and out books, shelving books and other duties assigned by Building Principal.
2. Labeling, jacketing and stamping of library materials and maintain district printing supplies.
3. Readies books for reserve on teachers request and maintains the reserve shelf.
4. Prepares current magazines and periodicals for shelving.
5. Annual inventory of library materials and the preparation of missing books and books to be discarded.
6. Trains and supervises student assistants in a variety of routine library tasks.
7. Orders books, films, audio-visual software equipment, periodicals and newspapers.
8. Prepares purchase orders, inspects incoming orders of new books and verifies shipments against purchase orders and order cards.
9. Maintains student attendance records, forms and accountability.
10. Assist students and staff with computers and use of equipment.
11. Operates and maintains electronic, computerized catalog and check out system.
12. Maintain confidentiality in all phases of work.

**Contract:** As contract agreement between OSEA and the Board.

**Evaluation:** As determined by contract, district policy and regulations.

Qualified applicants: Please submit an application to the Knappa School District. For further information, contact April Fresh at the District Office 458-5993 ext. 302, Monday through Friday 8:00 a.m. to 4:30 p.m.

**Applications are being accepted until February 19, 2019**