

TITLE: MEDIA AIDE

Definition: Under general minimum supervision, performs moderately difficult clerical library operations, which require the application of knowledge gained through experience. Decisions are based on established procedures and policy. Must take responsibility for a continuing activity and do related work as required.

QUALIFICATIONS:

1. High school diploma; Associate's Degree preferred; Highly Qualified according to NCLB
2. Computer experience required
3. Strong written and oral communication skills required
4. Proficient word processing skills
5. Ability to establish and maintain cooperative relationships with students, parents and staff
6. Two years experience in clerical duties or as Library Clerk
7. Knowledge of office or library procedures and practices

REPORTS TO: The Building Principal

JOB GOALS: Establish and maintain learning resources to support and enrich classroom instruction for students and teachers.

PROFESSIONAL/ETHICAL RESPONSIBILITIES:

It is imperative that the person employed in this position display, at all times, acceptable professional and ethical standards. These expectations are as follows, but are not limited to:

1. Confidentiality
2. Courtesy
3. Cooperation and positiveness
4. Reliability/punctuality
5. Accuracy and efficiency
6. Timeliness in respect to deadlines
7. Respectfulness toward others

RESPONSIBILITIES AND DUTIES:

1. Assists staff and students in selecting materials suitable for their needs.
2. Prepares purchase requisitions.
3. Receives and unpacks books from vendors and from other libraries, checking order against receipt, and processing for payment.
4. Arranges for books to be borrowed from branches and other libraries.
5. Answers telephone requests for films, books, and other information.
6. Does research and reference work.
7. Maintains files.
8. Process book orders to vendors.
9. Fills audiovisual material requests.
10. Performs clerical work.
11. Processes, marks, charges, and discharges books, periodicals, pamphlets, documents, and other library materials.
12. Shelves books.
13. Answers routine questions and assists patrons in the use of library facilities and resources.
14. Locates books, periodicals, and special articles, using index and catalog guides.
15. Maintains catalog records.
16. Mends books.
17. Maintains, cleans, and updates the library collection.
18. Prepares new books for circulation.

19. Processes reserve books.
20. Types overdue listing and enforces collection rules.
21. Orders books, periodicals, and other materials.
22. Keeps records and prepares reports.
23. Types cards, records, and correspondence.
24. Supervises student assistants.
25. Participates in professional development, as assigned.
26. Administers, scores, and records summative, achievement, or diagnostic tests for individual students or groups of students.
27. Performs related work as required.

TERMS OF EMPLOYMENT:

1. Works student days plus amount set per school district calendar
2. Eight-hour day.
3. Salary and benefits as per Board policy.

EVALUATION: Performance of this job will be evaluated in accordance with the Board policy and procedure for evaluation of classified personnel.

ADOPTED: February 6, 1996
STAFF HANDBOOK: August 2002
August 2006