

RIPON AREA SCHOOL DISTRICT Job Description

Department: Library/Media

Job Title: Library Media Assistant

Qualifications: Education Level: High school diploma required. Training at technical Institute, or Bachelor's Degree and/or Teaching Certificate preferred.

Other Requirements: Demonstrates knowledge of current technology hardware and software as well as audiovisual equipment and other media. Demonstrates effective problem solving, communications, organizational, record-keeping, and interpersonal skills.

Other Requirements: Coordinating skills to, maintain databases, file catalogs, maintain systems for tracking materials. Administrative skills to interpret policies regarding copyright laws for media. Possess effective verbal and written communication skills. Ability to troubleshoot hardware and software issues. Assist media specialist with scheduling. Common arithmetical skills to perform assigned tasks. Software/word processing skills.

Reports to: Media Specialist/Building Principal

Job Goals: Performs work, including but not limited to, performing library operating functions; providing an array of student services in the library; performing library services for teachers; acting for the media specialist during that person's absence; and performs clerical work.

Essential Job Functions/Responsibilities:

1. Performs library operating functions. Supports book and periodical operations; enters new books and periodicals into the computer file; conducts circulation desk duties; maintains current periodical file; catalogs books; repairs books and materials; and reserves books for patrons; schedules audio/video equipment use; circulates audio/video equipment in the school; processes incoming books, audio/video equipment, and computer hardware/software; assists in conducting the library's inventory of materials and equipment; and participates in the maintenance of the library's collection of materials and equipment.
2. Provides an array of student services within the library. Serves as an instructor assisting students to locate books with a computer and search software; gives both individual and group instruction; teaches students how to use the library's electronic equipment; serves as a tutor; and records and evaluates students' work; works with children to locate books and materials pertinent to particular areas; assists students in taking the accelerated reading test; provides circulation desk service; checks materials in and out of the library; accepts fees and fines for lost and overdue materials; and maintains schedules for the use of equipment.
3. Provides library services for teachers. Assists teachers in locating material in the library; helps teacher in using audio/video equipment in the library; familiarizes teacher with the library's computer software; assists teacher in ordering

audio/video equipment from the video center; lends library's audio/video equipment to teachers; and conducts tutoring and small/large group instruction for students at the teacher's request.

4. Acts for the media specialist during that person's absence. Monitors students, handles discipline problems, and responds to patrons' needs.
5. Performs clerical work. Serves as media center receptionist; answers phones, sorts mail, types and files material, copies and laminates material; prepares library banners, labels and signs; prepares purchase orders; orders library supplies; performs minor office and library equipment repairs; and tags, prepares, and sends equipment for repair.
6. Performs other duties assigned by the Building Principal or Media Specialist.

Other Assigned Tasks or Responsibilities

1. Serves as a positive role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Will remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122 throughout his/her employment in the District.

Terms of Employment: The term of employment for the principals shall be July 1 to June 30 of each year, or as otherwise decided by the Board of Education in accordance with applicable Wisconsin Law.

Evaluation: Performance shall be evaluated annually, in accordance with provisions of Board of Education policy on administrative personnel.

I have read and understand this job description and can fulfill the essential functions as listed.

Signature

Date

Print Name