



ORANGE COUNTY SCHOOLS

POSITION DESCRIPTION

POSITION TITLE	Media Assistant
SCHOOL/DEPARTMENT	Assigned School/ Media Room
SALARY	Salary Grade 56 plus supplement
FLSA STATUS	Exempt
REPORTS TO	Media Specialist
SUPERVISES	None
WORK WEEK SCHEDULE	Monday – Friday
WORK HOURS	40
NUMBER OF MONTHS PER YEAR	10

POSITION PURPOSE:

The Media Assistant performs a variety of functions in a school library/media center and assists the Media Specialist with the operation of the media center and assisting teachers and students with the full use of library services. Work involves a variety of clerical and technical tasks in assisting students and teachers and maintaining library materials and records, which may include: automated circulation, distribution of overdue notices, sorting and shelving new and returned books, other materials and equipment, and providing assistance with questions and/or problems regarding library media resources. The Media Assistant is also responsible for maintaining records associated with circulation, processing new books and other materials, preparing and shipping damaged books to be repaired, utilizing data entry equipment to prepare and maintain various files, catalogs and records, and assisting in special activities presented by the library. Duties assigned to employees in the position may vary according to needs and structure of assigned school library and/or allocation of workload.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES

- Considerable knowledge of the procedures, practices and equipment of a school library/media center
- Considerable knowledge of online catalog, print, and electronic reference resources
- Considerable knowledge of the circulation process for library media resources
- Considerable knowledge of procedures and regulations for users of the library media program
- General knowledge of common spreadsheet, word processing, and database programs
- General knowledge of business English, spelling and arithmetic
- Some knowledge of repair and maintenance of print and non-print materials
- Ability to learn standard library tasks readily and to adhere to prescribed routines
- Ability to perform routine office duties and record keeping tasks
- Ability to operate standard office machines
- Ability to operate data processing and audio-visual equipment
- Ability to understand and follow oral and written instructions
- Ability to establish and maintain effective working relationship with student and school employ

EDUCATION, TRAINING, AND EXPERIENCE

- High School degree or GED
- Experience in an office setting, preferably school media center
- Any equivalent combination of training and experience that provides the required knowledge, skills and abilities

CERTIFICATION AND LICENSE REQUIREMENTS

- Must possess a valid driver's license issued by the NC Department of Motor Vehicles

PREFERRED QUALIFICATIONS:

- Associate's Degree from an accredited institution or higher in Library Sciences
- 48 semester hours of college coursework with a minimum of a 2.0 GPA
- Experience in a public or public school library/media center
- Experience with computers
- Any equivalent combination of training and experience that provides the required knowledge, skills and abilities
- Spanish Speaking

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Operate specialized computer system for circulating media center materials
2. Assist students with instructional tasks
3. Staff circulation desk including checking in and out materials and equipment

4. Assist and instruct students with book selections; charge and discharge books
5. Assist students with location and use of media center materials
6. Maintain and organize periodicals
7. Assist with controlling status of books in circulation; check on overdue books
8. Generate overdue and other computerized reports
9. Shelf returned books; re-place incorrectly shelved books; label and mend books
10. Assist with the processing of new materials
11. Circulate media center equipment and materials; operate media center equipment
12. Perform reference tasks such as searching for materials and answering reference questions and requests instructing students in the use of reference resources (e.g. online, electronic, print, bibliographies, and public access catalogs)
13. Instruct students regarding the use of automated reading programs, reference materials and library equipment, such as scanners, cameras, copiers, and compact disc players
14. Compile computer generated data and prepare statistical reports regarding attendance, program participation, collection maintenance, circulation, etc.
15. Process new books and other materials, entering data into online catalog database and attaching barcodes, labels and book covers as needed
16. Prepare damaged books for bindery, affix barcodes, process books returned from the bindery, and amend records
17. Assist with bulletin board displays reflecting themes of seasons, holidays, historical events, and literacy connections appropriate for school-age children
18. Assist with planning and development of curriculum related programs (e.g. story hours, book talks, flannel board presentations, music, puppet shows, creative drama, book fairs, etc.)
19. Assist with inventory of all media center materials
20. Maintain computerized records
21. Assist Media Specialist with collecting and distributing materials from the Instructional Resources Center
22. Receive telephone calls and walk-in patrons; provide information and assistance, or direct to appropriate staff member
23. Perform additional duties as requested by the Media Specialist

WORKING CONDITIONS	
PHYSICAL DEMANDS	Work is considered light physical work requiring the exertion of up to 20 pounds of force.
WORK ENVIRONMENT	Employees in this position are required to work in indoor and outdoor environments, and come into direct contact with OCS staff, students and the public.
ACKNOWLEDGEMENTS	
The following signatures acknowledge that the supervisor has verified the accuracy of the position description, has discussed position requirements with the employee, and has advised the employee of work performance expectations	
<i>Reviewed by: Employee's Signature</i>	<i>Date</i>
<i>Approval by: Supervisor's Signature</i>	<i>Date</i>
The completed and signed position description shall be maintained at the employee's work location, shall be reviewed with the employee by his or her immediate supervisor, should be revised as required, and shall serve as the basis for all required evaluations.	

DISCLAIMER: *The above statements are intended to describe the general purpose and responsibilities assigned to this position. They are not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and skills that may be required of the employees assigned to this position. This description may be revised by the supervisor, with HR review and approval, any time.*