

## RIVERSIDE UNIFIED SCHOOL DISTRICT

### **CLASS TITLE: ALTERNATIVE EDUCATION LIBRARY/MEDIA ASSISTANT (Range 16)**

#### **BASIC FUNCTION:**

Under the direction of the site administrator, perform a variety of library functions at an alternative education center in support of an elementary, middle or high school library or resource center. The duties involve circulation, maintenance and distribution of books, instructional materials, audio-visual materials and equipment as well as assisting students and teachers using library/media resources.

#### **REPRESENTATIVE DUTIES:**

Perform a variety of library functions in support of a PK through twelfth grade school library or resources center involved with the circulation, maintenance and distribution of books, instructional materials, audio-visual materials and equipment; coordinate schedules with teachers for the use of the library. **E**

Receive and process textbooks, technology and media equipment. **E**

Assist students and teachers select and locate books, periodicals, articles and other media materials. **E**

Coordinate circulation of library, textbook and audio/visual materials; check library materials in and out to students and staff; process and shelve returned materials. **E**

Order and prepare art supplies, i.e., clay, paint, drawing paper, tissue paper and butcher paper that are issued to students who are assigned art classes. **E**

Receive recommendations for new book selections from teaches and staff; order supplies according to established guidelines. **E**

Assist individuals and groups of students in the use of basic reference sources in finding and selecting materials. **E**

Maintain an inventory of print and non-print materials and media equipment; prepare related reports. **E**

Operate a variety of library/media center equipment. **E**

Operate a computer terminal to maintain record of overdue materials and send overdue notices to students and teachers; assess and collect fines and payments for overdue and lost items; maintain appropriate files and records. **E**

Design and prepare appropriate library displays, decorations and bulletin boards; maintain a clean and orderly library/media center environment. **E**

Monitor and maintain acceptable student behavior. **E**

Repair and maintain damaged library materials. **E**

Minor troubleshooting of student devices. **E**

Attend workshops and in-service meetings as required.

Train and oversee the work of student aides and parent volunteers. **E**

Perform related duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

Library management software.

Library practices, procedures and terminology.

Basic Dewey Decimal system and card/computer cataloging system.

Basic operation of a computer terminal and data entry and retrieval techniques.

Library reference materials and sources.

Filing, indexing and inventory procedures.

Modern office practices, procedures and equipment.

Record-keeping techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communications skills.

Interpersonal skills using tact, patience and courtesy.

### **ABILITY TO:**

Learn, explain, and apply school and District rules and policies applicable to the library.

Check books and materials in and out at the circulation desk.

Shelve library/media materials.

Assist students and staff in the selection of library/media materials.

Perform clerical duties such as filing, duplications and typing.

Maintain library in a neat and orderly condition.

Make arithmetic calculations quickly and accurately.

Work independently with little direction.

Establish and maintain effective working relationships with others.

Maintain records and prepare reports.

Communicate effectively both orally and in writing.

## **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and one year clerical or instructional experience working with children in an organized setting, including some experience in a library or media center environment.

**LICENSES AND OTHER REQUIREMENTS:**

Pass a basic library skills test with 75% proficiency.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

School library and resources center environment.

Constant interruptions.

**PHYSICAL ABILITIES:**

Seeing to read books and media materials.

Lifting and carrying moderately heavy objects.

Pushing and pulling carts.

Walking and standing for extended periods of time.

Reaching horizontally and above the shoulders to shelve and reach books.

Bending and kneeling.

Dexterity of hands, wrists and fingers to operate a computer terminal and audio-visual equipment.