

RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: SECONDARY LIBRARY/MEDIA ASSISTANT (Range 16)

BASIC FUNCTION:

Under the direction of a Librarian, perform advanced library functions at a middle or high school, including organization, distribution, and storage of library and audio/visual materials; check books, textbooks, and materials in and out at the circulation desk; process and shelve library materials and textbooks; assist students and staff in the selection of library materials; assist the Librarian and teachers to implement the District's plan for the acquisition of library skills and library orientation; train and provide work direction to student helpers and parent volunteers; provide assistance to Librarian and students requiring a broader depth of knowledge.

REPRESENTATIVE DUTIES:

Provide advanced librarian functions at an assigned middle or high school library/media center; promote student use of the library for research and reading pleasure; provide assistance to Librarian and students requiring a broader depth of knowledge. *E*

Assist teachers in researching materials for classroom use; notify teachers of newly-arrived books as requested; check out audio-visual equipment to teachers; operate computerized reference resources to assist students and teachers with research. *E*

Train, orient and provide work direction to student helpers and parent volunteers to assist with circulation, processing, shelving, and filing. *E*

Assist students in the use of the on-line catalog terminal; assist individuals and groups of students in the use of basic reference sources in finding and selecting materials. *E*

Participate in the organization, distribution and storage of library and audio/visual materials and equipment; shelve, store and retrieve materials as required. *E*

Check books and materials in and out at the circulation desk; process returned books and place in appropriate shelf location. *E*

Assist students in locating and selecting desired or needed materials from book shelves or with the use of the computerized catalog system. *E*

Schedule the use of the library and instructional materials for use in schools as assigned; prepare or fill orders for materials received from teachers or staff; package and distribute materials to appropriate classroom. *E*

Operate a computer terminal to maintain record of overdue materials and send overdue notices to students and teachers; collect fines and payments for overdue and lost items; prepare receipt of fines collected. *E*

Prepare library materials for circulation by processing them according to established District standards. *E*

Prepare and maintain a variety of records and reports related to assigned activities; submit to appropriate personnel and department as required. *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 and perform minor repair to audio/visual equipment as necessary. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Library practices, procedures and terminology.

Dewey Decimal system and computer cataloging system.

Library reference materials and sources.

Audio visual equipment and modern media materials.

District curriculum, reading levels and appropriate reference materials.

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:

Perform advanced library functions at a middle or high school, including organization, distribution and storage of library and audio/visual materials.

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 materials.

Assist students and staff in the selection of library materials.

Process a variety of library materials.

Monitor and maintain acceptable student behavior in the library.

Operation of a computer terminal and data entry and retrieval techniques.

Perform clerical duties such as filing, duplications and typing.

Maintain library in a neat and orderly condition.

Work independently with little direction.

Establish and maintain effective and cooperative 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 supplemented by course work in library science and two years experience in a library or media center environment.

WORKING CONDITIONS:**ENVIRONMENT:**

Middle or high school library 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 and fingers to operate a computer terminal and audio-visual equipment.