

**CHICO UNIFIED SCHOOL DISTRICT  
LIBRARY/MEDIA ASSISTANT**

**DEFINITION**

Under the general supervision of the K-8 Library Media Teacher (LMT), and as an integral part of the library/media program, to perform a variety of library, clerical and computer duties in the school library setting; to provide assistance to the K-8 LMT, and to provide general assistance to students and staff.

**SUPERVISION EXERCISED**

May exercise functional and technical supervision over students, student assistants, and parent volunteers, as directed by the K-8 LMT.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

- Provide students with a healthy, child-friendly environment in which children are encouraged to explore a wide variety of interests through books and other media.
- Promote and showcase high-interest literature through a variety of venues: storytelling, bulletin boards, and other display areas.
- Read students an engaging story whenever possible.
- Establish positive rapport with students; help build confidence, self-esteem and responsible behavior in students.
- Help maintain the physical appearance and ease of use of the library.
- Shelf books and organize other materials housed in the library. Maintain orderliness of shelved materials.
- Repair items in need of mending in a timely fashion. Refer items beyond repair for discard/replacement evaluation by the K-8 LMT.
- Perform a variety of clerical duties, including compiling and maintaining library media center records and files; prepare library schedule, in collaboration with teachers and site administration.
- Enter new student data into the patron database.
- Attend and participate in professional development activities as assigned; attend appropriate job-related workshops, conferences and classes.
- Collect monies for lost or damaged materials, issue receipts, and route funds to fiscal services in an accurate and timely manner.
- Perform other job-related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

- Basic operations, services and activities of a library.
- Principles of record-keeping and reporting.
- Basic library terminology.
- Modern office methods, practices, procedures, and computer software needed for library/media center.
- Correct English usage, spelling, vocabulary, grammar, sentence structure, and punctuation.

**Skill to:**

- Operate computers, printers, copiers, laminators and other office equipment as needed.
- Type or operate a keyboard at a level proficient for successful job performance.

**Ability to:**

- Demonstrate an understanding, patient and receptive attitude toward children.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.
- Maintain confidentiality of student and school information.
- Interact effectively and sensitively with individuals from diverse backgrounds.
- Understand and follow oral and written instructions.

**Experience and Training Guidelines:**

*Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:*

**Experience:**

- One year of clerical and computer experience, including some exposure to basic library procedures.
- Some experience working in an organized education or child care setting.

**Training:**

- Equivalent to the completion of the twelfth grade. Supplemental specialized training in child development, education, or a related field is desirable.

**Special requirements:**

*Essential duties require the following physical skills and work environment:*

- Ability to sit, stand, walk, kneel, stoop, reach, twist and lift 25 lbs.
- Ability to stand/walk all areas of the library for approximately  $\frac{3}{4}$  of an assigned day.