

CHICO UNIFIED SCHOOL DISTRICT
SENIOR LIBRARY/MEDIA ASSISTANT

DEFINITION

Under general supervision of the school site Librarian and as part of the secondary school library/media program performs a variety of clerical, computer based technology and library duties in a secondary school library; to provide assistance to the school Librarian; and to provide general information and technology assistance to secondary students and staff.

SUPERVISION EXERCISED

May exercise some functional and technical supervision of students in grades 6 – 12 and student assistants, as directed by the Librarian.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Advise, tutor, and assist the Library Media Teacher in the instruction of staff and students in the use and operation of networked computers, software and related resources.
- Assists both individual and large groups of secondary level students.
- Perform trouble-shooting and repair on computers and related equipment. Trouble-shoot system errors; perform minor upgrades and installation of new software; perform backups of student and staff files, software, and administer/maintain library server.
- Operate and maintain audiovisual equipment such as the laminating machines, printers, microfiche readers, copy machine, LCD projectors, digital cameras, graphical scanners, video cameras, and digital camcorders.
- Perform a variety of clerical duties, including compiling and maintaining library media center records and files; preparing and maintaining schedules for use of computers, library media center, books and related reference materials; and assembling packets and materials for students and teachers.
- Conduct periodic inventories of book collection, materials, software and equipment as assigned; participate in ordering and maintaining supplies and equipment; store and discard materials according to standard procedures; and receive assemble, and test new equipment.
- Assist in the research of new products, vendors and costs; test software packages and hardware; stay abreast of new technology, trends, products, and applications as related to the library/media center.
- Enter data concerning students' library use circulation. Enter bibliographic data in long MARC record format and inventory. Use library catalog automation software on the computer network system. Enter data into and retrieve data from the student record database.
- Help maintain the physical appearance and ease of use of the library.
- Evaluate and maintain orderliness of shelved materials; shelf books, periodicals and newspapers; pull and route materials in need of mending, binding, repairing or discarding.
- Direct student aides, collect money from students for purchased and lost materials; assist staff and students in locating and checking out books and materials.
- Perform 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 school library terminology.
- Operate all computers, printers, and software applicable to the library/media center (of a classroom size thirty (30) or greater). Includes use of CD ROM, Internet, electronic catalog program, word processing, database, spreadsheet, PowerPoint, information retrieval skills pertinent to high school graduation competencies, plus basic graphic and career software.
- Basic principles and practices of taking inventory.
- Knowledge of Dewey Decimal System and Library of Congress Classification System.
- Correct English usage, spelling, vocabulary, grammar, sentence structure and punctuation.
- Operational characteristics of apparatus, equipment, peripherals and materials used in microcomputer laboratories.
- Wide variety of current microcomputer applications software.

- Basic mechanical function, maintenance and repair needs of computers and peripherals.
- Current trends in educational computer technology.
- Basic subjects taught in school.
- General methods of education and tutoring.
- Basic techniques to motivate students and manage student behavior.
- Safe work practices.

Skill to:

- Operate, diagnose, and trouble-shoot a variety of technical computer equipment and related peripheral equipment.
- Type or operate a keyboard at a level proficient for successful job performance.
- Assist in the location of educational resources.
- Communicate effectively with students and staff.

Ability to:

- Handle, with flexibility, regular interruptions and multi-tasks.
- Follow written and oral instructions.
- Locate research information from a wide variety of sources in the library/media center, including online databases.
- Effectively use new computer software programs deemed appropriate for the secondary level student.
- Effectively analyze information obtained from Internet sources in accordance with accepted standards of information literacy for junior and senior high school assignments, research and projects.
- Work effectively with secondary parents, staff and students and maintain cooperative working relationships.
- Accurately file and retrieve information.
- Perform responsible clerical library/media work involving the use of independent judgment and personal initiative.
- Assist library patrons in response to basic and routine reference and related library questions.
- Understand the organization and operation of the school library system as necessary to assume assigned responsibilities.
- Mend and repair books and materials as needed.
- Work independently on assigned tasks.

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. Some exposure to basic library procedures. Experience working with secondary age level students.

Training:

- Equivalent to the completion of the twelfth grade. Supplemental specialized training in computers and networks.

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 3/4 of an assigned day.