



Title:	Media Assistant
Reports to:	Media Specialist
Terms of Employment:	10 months
Salary:	Pay Grade 56

- Qualifications:**
- Graduation from high school
 - Possession of an equivalent combination of training and experience which provides the required knowledge, skills, and abilities for the position
 - Those qualifications required under the provisions of “No Child Left Behind”
 - A. Associate's Degree, ***or***
 - B. Completion of 48 semester hours of college credits, ***or***
 - C. Successful completion of a series of WorkKeys assessments ***plus*** earn 96 contact hours of appropriate staff development

Supervises: None

Essential Job Functions:

1. Performs tasks at the circulation desk, including checking in and out materials and equipment, preparing materials to be shelved, advising students, parents, and staff of library media regulations, procedures, programs and services
2. Utilizes computers to prepare and maintain various files and records, to determine location and status of books and materials, and printout reports, labels, catalog records, etc.; prepares and maintains cataloging files, lists, indexes, bibliographies, computer files, etc.
3. Performs reference tasks such as searching for material and answering reference questions and requests and instructing students in the use of reference resources, e.g. online, electronic, and print, bibliographies, and public access catalogs
4. Instructs and assists students in the use of automated reading programs, reference materials, and library equipment, such as scanners, cameras, copiers, and compact disc players; performs minor maintenance on library equipment
5. Prepares and maintains information files, sorting material according to topics, periodically weeds files, discarding dated and irrelevant material.
6. Compiles computer generated data and prepares statistical reports on attendance, program participation, collection, maintenance, circulation, etc.
7. Processes new books and other materials, entering data into online catalog database and attaching barcodes, labels, and book covers as needed
8. Prepares damaged books for bindery, affixes barcodes, processes books returned from bindery, and amends records
9. Processes incoming mail daily, preparing periodicals for use by students and teachers; sorts and distributes interlibrary mail
10. Searches shelves for materials reported as returned and for material designated for withdrawal; amends records as appropriate
11. Answers telephone and receives and replies to inquires or requests via fax and or electronic mail
12. Assists with the planning and development of curriculum related programs, e.g. story hours, book talks, flannel board presentations, music, puppet shows, creative drama, book fairs, etc.

13. Prepares bulletin board displays reflecting themes of seasons, holidays, historical events, and literacy connections appropriate for school-age children
14. Delivers audiovisual materials and equipment and other materials to classrooms
15. Tapes off-air television programming and schedules playback for closed-circuit broadcasts
16. Trains adult and student Library Media Volunteers
17. Assists in supervision of students; prepares and issues student passes as appropriate
18. establish and maintain effective working relationships with persons of diverse backgrounds and teaching/learning styles as necessitated by work assignments
19. Performs other duties and responsibilities as assigned by supervisor



Media Physical and Cognitive Requirements

The major physical and cognitive requirements listed below are applicable to the **Media Assistant** job classification within Scotland County Schools.

Work in this classification is considered **light physical work** requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.

Must be able to:

- physically operate a variety of equipment including computers, copiers, microfiche readers, filmstrip projectors, VCRs, compact discs, etc.
- compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data or people
- speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors
- read a variety of correspondence, reports, forms, journals, books, etc.
- prepare correspondence, reports, forms, records, presentations, etc., using prescribed format
- apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form
- record and deliver information, to explain procedures, to follow oral and written instructions
- communicate effectively and efficiently in standard English
- utilize mathematical formulas; add, subtract; multiply, divide, determine percentages and decimals
- inspect items for proper length, width and shape
- coordinate hands and eyes rapidly and accurately in using automated office equipment
- handle a variety of items, office equipment, control knobs, switches, etc. and have minimal levels of eye/hand/foot coordination
- differentiate between colors and shades of color
- deal with people beyond giving and receiving instructions
- perform under stress and when confronted with persons acting under stress
- talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear) and communicate via telephone
- demonstrate considerable knowledge of the daily operations of a library media program
- demonstrate considerable knowledge of online catalog and print and electronic reference resources
- demonstrate considerable knowledge of the circulation process for library media resources
- demonstrate considerable knowledge of procedures and regulations for users of the library media program
- demonstrate general knowledge of how to operate media production equipment, general office machines, and personal computer
- demonstrate general knowledge of common spreadsheet, word processing, and database programs
- demonstrate some knowledge of repair and maintenance of print and non print materials

- maintain complete and accurate records and to develop reports from those records
- understand and follow oral and written instructions
- perform the physical labor required of the position