

EPHRATA AREA SCHOOL DISTRICT EPHRATA, PA

Position Title: Media Center Aide (Elementary)
Department: Support Staff
Reports To: Building Principal / Library/Media Specialist
FLSA: Non-Exempt
Date: November 2015
Revision date: February 2023



POSITION PURPOSE

To assume responsibility for assigned tasks to facilitate the total library media program to assist students and staff in the use of library resources and to support the objectives of the library media program.

ESSENTIAL FUNCTIONS – May include but not limited to:

- Manages all circulation functions according to established policies - check-in, check-out, reserving, retrieving of periodicals and audiovisuals, managing overdue items, fines, and payments for lost or damaged materials, as well as the creation and distribution of student obligations lists.
- Manages library fees in SASI system for overdue fines and replacement book prices.
- Circulates and maintains laptop computers permanently assigned to the media center.
- Assists the librarians in maintaining a proper learning environment for students, alerting the librarians to inappropriate student behavior.
- Works directly with students and staff, assisting in the selection, location, and use of library resources and equipment.
- Works as a team member with other media center staff sharing responsibilities during periods of heavy use or other staff absences.
- Maintains periodicals - check-in, claiming of missing items, display, organization and labeling of storage, repair of magazines and boxes, and adding of duplicate copies.

- Oversees the overall appearance and tidiness of the library and the re-shelving of all print and non-print materials.
- Checks students in and out of the media center using SASI period attendance and the attendance log, checking passes and responding effectively to student and staff needs.
- Assists with the creation and maintenance of MARC records under the direction of a librarian.
- Assists with adding, deleting, and correcting of patron data in the automated circulation system.
- Checks lists or bibliographies to determine availability of materials and gathers selected materials as instructed.
- Coordinates annual inventory, marking records and removing records of lost items, and notifying the librarians of potential titles to be replaced.
- Assists with the training and supervision of student library volunteers.
- Is responsible for turning off all media center equipment each day.
- Works on various projects as instructed by the librarian.
- Any other duties that may be beneficial to the Building/District and/or as requested by the Principal.

KNOWLEDGE & SKILL REQUIREMENT

Education: High School diploma or equivalency.

Experience: 2 – 5 years of clerical experience working independently in a high-traffic, high-pressure office setting. Computer skills must include knowledge of and ability to use Microsoft Office Suite, including Word, Excel, and Publisher. Experience using software and data base systems associated with a school district is preferred. Demonstrated ability to work with and maintain confidentiality with information is required. Prior experience working with children and the public is desirable.

Language Skills:	Ability to work and communicate with students, parents & school personnel from diverse backgrounds. Ability to correspond in written format, spell check & use proper English.
Mathematical Skills:	Ability to perform basic math calculations is required.
Reasoning Skills:	Ability to understand and complete oral & written directions. Ability to organize self and others and the ability to work independently with minimal supervision is required.
Other Skills & Abilities:	Ability to work harmoniously with others, maintaining effective relationships with fellow employees and the public. Ability to multitask and work successfully with frequent interruptions under specified timelines.

WORKPLACE EXPECTATIONS

- Work effectively with and respond to people from diverse cultures or backgrounds.
- Demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean, and appropriate professional manner for the assignment and work setting.
- Regular and consistent attendance.
- Confer regularly with immediate supervisor and work under direction of licensed staff.
- Follow all District policies, work procedures, and reasonable requests by proper authority.
- Maintain the integrity of confidential information relating to a student, family, colleague, or District patron.

ESSENTIAL PHYSICAL REQUIREMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand and talk or hear. The employee is occasionally required to sit, walk, climb, or balance, stoop, kneel, crouch, or crawl. The employee frequently bends or twists at the neck and trunk. The employee must occasionally lift and/or move up to 20 pounds, reach forward and above the head. The employee must be able to push items of 20 pounds, such as pushing children on a bike or moving/ rearranging furniture. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

TERMS OF EMPLOYMENT

Ten-month schedule. Salary and hours are in accordance with current schedule.

CUSTOMER SERVICE STANDARDS

Our interaction with customers, both internal and external, tells them about our priorities and how we value them as partners. To ensure that our interactions serve to strengthen relationships and promote the public image of the Ephrata Area School District, all employees should:

- Be extremely polite and listen to other perspectives
- Keep your promises and commitments to others
- Always give a little more than is expected

EMPLOYEE STATEMENT

"I have reviewed the above position and understand its contents."

"I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents."

"I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodations(s) to fulfill any or all these functions, I agree to provide information to the District regarding the requested accommodation(s)."

Employee Name (Print)

Date

Employee Signature

EASD Representative

Date