

POSITION DESCRIPTION

Position:	Office Professional - Media
Purpose:	To provide high levels of customer service for students and staff through assistance with books and resources. To work with the district-wide Media Specialist to create a Learning Commons and creating a partnership for learning in the Media Center.
Primary Customers:	Internal: Teachers, principal, staff External: Students, parents, volunteers, community users
Position Qualifications:	Education/Certification: High school graduate or equivalent Experience: One-year experience in library setting preferred Qualifications: Knowledge of district policies and procedures, strategic plan, skills with using library media technologies, demonstrated communication and resource management skills, ability to work effectively with students, patience and flexibility, ability to set priorities, organize work and handle multiple tasks.

All positions are designed to support the **MISSION** of the Eden Prairie School District:
Inspiring Each Student Every Day.

Essential Responsibilities:

(Note: Representative tasks included under each responsibility may vary from site to site).

1. Library Media Collection & Resource Management

- Oversee library collection to include weeding, inventory, relabeling, updating book sections following the direction of district wide Media Specialist
 - Oversee library budgets and book ordering following the direction of district wide Media Specialist
 - Manage inventory and order library supplies
 - Catalog and process new books including applying labels, barcode and book coverings
 - Support student and staff use of library technologies
 - Support and promote the use of eBooks and assist students and staff with accessing these materials
 - Stay knowledgeable on current books and electronic resources for the library
- RESULT: The Media Center is prepared for student/staff use with accurate and up to

date materials. Students and staff know how to access and find materials as well as use library technologies.

2. Library Operations

- Keep library neat and organized
- Help students find and check out print and electronic books
- Assist classroom teachers with library orientation and how to access resources
- Check in and shelve books and other resources
- Book repair
- Create and maintain displays, bulletin boards and other visuals in the library
- Manage and communicate a regular process of holding books, overdue notices and overdue book collection
- Work as a team with the on-site tech support
- Collect fines and/or payment for lost or damaged books
- Communicate with classroom teachers and other building staff regarding student behavior, library policies and library procedures

RESULT: The operations and functions of the Media Center are smoothly operating. Students and teachers know how to access books and understand how to utilize the Media Center.

3. Customer Service

- Provide a friendly and collaborative customer service
- Recruit and direct the work of library volunteers
- Work with teachers to acquire necessary resources for the library
- Help students and staff find resources in the library
- Assist students with book selection
- Promote books to students
- Assist and supervise individual students and small groups
- Pull books for teachers for classroom projects
- Support and/or coordinate library book fairs (Elementary Level)
- Support student and teacher use of audiovisual equipment including supporting equipment in the auditorium (Middle School Level)
- Manage ID cards for students (distribute cards, handle money, make new cards, hold cards) (Secondary Level)

RESULT: Students and staff feel welcomed in the media center and are assisted with accessing books and resources.

4. Other duties as assigned by Supervisor(s).

Standard Measures of Accomplishment:

1. Providing high levels of customer services for students and staff. Students and staff are assisted in the use of the Media Center.
2. New books and resource materials are up to date, processed, shelved and available for use.
3. Media staff work as a team with on-site technology support to meet student and staff requests.
4. Support the Eden Prairie Schools district wide vision and guiding principles for our library media program.

This job description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform any other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Terms of Employment

Classification Number: CLASS 4
Hours/Week: 35 hrs/week*
Days/Year: 185 *

*Hours and days of service are established by the school district and are subject to change according to district need.

Working conditions are determined by written contract between CLASS and the Eden Prairie School District.

Evaluation

A continuous performance improvement process will be developed with the building principal.