



# Job Posting

## Library Media Assistant

Internal & External Candidates Accepted • Location: Herrick Park & Patterson ILCs

Immediate Supervisor: Building Principal

### General Information/Duties:

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- Carry out all clerical duties related to the operation of the library media program
- Apply established circulation and storage procedures to all library media materials and equipment
- Use the library management programs to generate reports, bibliographies, lists, indexes, etc. as teachers and supervisors request.
- Help keep the library organized, neat, and clean
- Help coordinate activities of student assistants and volunteers in the library media center
- Take a yearly inventory of all media center materials and supplies
- Assist in the instruction of library media information retrieval systems and use of equipment
- Help provide students reading selection and guidance
- Help oversee student activity in the library media center
- Operate and troubleshoot library computers and software
- Provide laminating services
- Build and maintain a good working relationship with staff and learners
- Demonstrate a positive attitude by supporting established programs
- Support the district-wide library media goals
- Attend all mandatory staff meetings, events, or trainings
- Other duties as assigned by the building Principal

### Qualifications:

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- High school diploma or equivalent
- Reliable method of transportation
- High moral character, integrity, and strong interpersonal communication skills
- Must be able to move intermittently throughout the work day with frequent, prolonged standing/walking/sitting
- Must be able to read and speak English
- Must be able to see, hear, and move intermittently or use prosthetics that will enable you to function adequately to assure that the requirements of this position can be fully met

### Terms of Employment:

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Hourly, non-exempt position.

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