



Thompson School District Classified Job Description

Job Title: Library Media Assistant – Elementary **FINAL**
Revised: February 2017
Work Year: 183 days
Department: Elementary Library
Reports To: Principal
Benefits include: Health, dental, and life insurance, PERA retirement, paid time off, extended leave bank, as well as other optional benefit elections.

ABOUT THOMPSON SCHOOL DISTRICT:

The Thompson School District is the 17th largest school district in Colorado, encompassing 362 square miles and serving approximately 15,000 students. The district's territory includes Loveland and Berthoud, plus sections of Fort Collins, Windsor, Johnstown and unincorporated land in Larimer, Weld and Boulder counties. TSD serves students in Pre-K through 12th grade with thirteen school-based preschool programs, a dedicated preschool building, two K-8 buildings, eighteen elementary schools, five middle schools, five high schools, two charter schools and one career campus. Teachers and administrators collaborate with families and community partners to ensure that students are college, career and community ready. Visit the district website at thompsonschools.org to learn more.

SUMMARY: Promote literacy and encourage student reading for both enjoyment and information. Manage and maintain quality collection of materials. Create, develop and implement library media programs and services in collaboration with teachers to support classroom curriculum, goals and standards.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Direct and supervise student library activities and lessons for every class, K-5, at least once each week. Assist individuals and small groups in independent study and research. Supervise and maintain an acceptable standard of discipline.
- Instruct and assist students in identification, retrieval and use of materials and resources using the electronic library catalog and other on-line sources.
- Promote literacy and encourage student reading for both enjoyment and information by tying in books to curriculum, displaying books, highlighting authors or subjects and recommending books to students.
- Manage circulation of books and materials, checking them in and out, shelving and completing required repair. Process and catalog new materials.
- Develop strong school library collection through on going evaluation and purchasing of recommended materials in order to support the curriculum and promote student achievement.
- Troubleshoot and maintain various types of equipment such as computer hardware and audiovisual. Order necessary supplies and arrange for off-site repairs.
- Assist with supervision and discipline in the lunchroom, computer labs, classrooms and/or playground as assigned.
- Create a positive, comfortable and inviting atmosphere for student learning as well as a meeting place for school/other group activities by ensuring cleanliness, safety and attractiveness of media center.
- Assist and collaborate with teachers in locating and providing instructional materials and resources to support curriculum and classroom goals.

- Produce and provide lists of overdue materials to students and faculty using computer library management system. Collect money due for payment of lost/damaged materials.
- Maintain master inventory records of collection, materials and equipment. Conduct an annual inventory and compile necessary reports.
- Assist teachers in locating instructional materials (books, videos, software) and equipment from school library media center, District media center and interlibrary loan and manage the circulation of these materials.
- Collaborate and work with District Media Services and other elementary library clerks to share ideas, keep current on trends and developments, and increase knowledge of electronic and print resources.
- Perform other duties as assigned.

JOB QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE, SKILLS, and ABILITY:

- Basic math, writing, communication, and accounting skills.
- Intermediate knowledge of computer software and microcomputer skills.
- Ability to work with diverse student population, handle multiple tasks and maintain confidentiality.
- Operating knowledge of general office equipment, computer peripherals, audiovisual equipment and automated library circulation software must be acquired within one month after hire.

SUPERVISION/TECHNICAL RESPONSIBILITY:

Directly supervises students and volunteers in accordance with the organizations policies and applicable laws. Spends over 75% of time conducting supervisory responsibilities and assisting with student discipline. Responsibilities also include planning, assigning, directing work and appraising student performance. Address complaints and resolve problems and assist with the training of employees.

EDUCATION AND TRAINING:

High school diploma or equivalent, or equivalent combination of education and experience.

EXPERIENCE:

1- 2 years experience in working with groups of children. 2 years experience in computer applications preferred.

CERTIFICATES, LICENSES, & REGISTRATIONS:

None Required.

SAFETY TO SELF AND OTHERS:

- In order to safely perform this position, you must familiarize yourself with the safety rules of your job and participate in all safety training provided by your department. You must wear personal protective equipment whenever required, ask for assistance if the task requires more than one person and, if you're unsure how to perform a task safely, stop and ask your supervisor for instruction before continuing.
- All employees of the District are responsible for maintaining a safe and healthy work place and insuring that safety precautions and practices are followed.
- We expect employees to immediately report any unsafe working conditions or safety problems to their supervisor. Until corrective action is taken, be sure that the area or condition is restricted and that cautionary devices, i.e., cones, temporary fencing, floor signs, etc. are in place so that others are not affected or injured.

The physical demands described below 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.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; talk or hear. The employee frequently is required to walk. The employee is occasionally required to stand; sit; climb or balance; stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

EQUAL EMPLOYMENT OPPORTUNITY:

Thompson School District shall not discriminate in its employment or hiring practices on the basis of race, ethnicity, religion, sex, sexual orientation, age, marital status or disability. The Superintendent is committed to cultural diversity among district personnel as a means of enriching educational experience. The District shall identify, solicit, and consider applicants for employment from a broad spectrum of qualified individuals who will contribute to that effort.

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibility, or qualifications associated with the job.