

**Eufaula School District
Position Description**

POSITION TITLE: Library Media Assistant

Reports to: Library Media Specialist/Principal

SUMMARY: Provides assistance to the library media specialist and supports the school's curriculum program.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- => Works with individual students or small groups of students to reinforce learning of material or skills initially introduced by the teacher.
 - => Helps students master equipment or instructional materials assigned by the teacher.
 - => Assists with the supervision of students during class time in the library.
 - => Keeps bulletin board and other classroom learning displays up to date.
 - => Assists with such large group activities as drill work, reading aloud, and storytelling.
 - => Assists students in the media center.
 - => Alerts the regular teacher to any problem or special information about an individual student.
 - => Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of fully licensed teachers.
 - => Communication skills (oral, written, or business): Basic communication skills to exchange information give/receive simple instructions and respond to inquiries; filling out forms; knowledge of grammatical structure, vocabulary for preparing correspondence from rough draft or proofing of completed material; communicates in clear grammatically correct English.
 - => Data recording/record keeping: Performs data recording/record keeping operations; determines changes which need to be making to existing records, including computerized records.
 - => Reading and interpreting: Must be able to read and interpret routine printed materials such as charts, diagrams, maps, or instructional materials.
 - => Office filling and retrieving: Responsible for filling and retrieving books, periodicals, and other media at the media center.
 - => Maintains the computer catalog, shelf list and other library media files; includes data entry for automated circulation and catalog systems.
 - => Inventories and maintains equipment; includes changing lamps and other easily replaced parts, performing preventive maintenance through cleaning and lubricating, preparing equipment to be sent for repair, maintaining repair records and inventories.
 - => Circulates library materials: includes checking materials in and out, sending overdue announcements and maintain overdue announcements and overdue records; schedules the use and delivery of audio visual materials and equipment.
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- => Maintains the library collection: includes shelving books, reading shelves, adding and withdrawing items, mending and repairing items, preparing books for the binding and assisting with inventory.
- => Assists in the maintenance of the computer software collection.
- => Maintains a clean, orderly and attractive environment; assists in the preparation of displays.

QUALIFICATION REQUIREMENTS: 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. Must hold a high school diploma and pass the Para Professional Test.

OTHER SKILLS AND ABILITIES: Ability to develop effective working relationships with staff and students. Ability to communicate clearly and concisely. Ability to perform duties with awareness of all district requirements and the Board of Education policies.

The information contained in this job description is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.