

# DeKalb County School District

## Position Specification

Title: Library Media Assistant

<b>DIVISION</b>	Curriculum and Instruction	<b>SLOT</b>	SEC
<b>DEPARTMENT</b>	Educational Media & Instructional Materials	<b>FLSA</b>	Non-Exempt
<b>REPORTS TO</b>	Library Media Specialist/Teacher-Librarian	<b>APPROVED (HR)</b>	09/07/2016
<b>CLASSIFICATION</b>	System Support - Clerical		
<b>CALENDAR</b>	10-Month		
<b>RETIREMENT</b>	Teachers Retirement System		

### General Statement of Job

Assisting the Library Media Specialist/Teacher-Librarian in the daily operations of the library media center

### Specific Duties and Responsibilities

#### **Essential Functions:**

The following duties are representative for this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Provides support to the Teacher-Librarian (TL) in the TL's instructional role for students and teachers using the Library Media Center (LMC), its facility, and resources, by maintaining the Destiny Library Manager to check in/out LMC materials, and print/issue library notices
- Shelves/files LMC materials and maintains orderliness according to the established LMC system and helps maintain cleanliness of shelves
- Assists in maintaining financial records and coordinates with school bookkeeper the library fines (where appropriate), copy machine funds (where appropriate), lost and damaged book money, per pupil expenditures, and other financial data and paperwork as requested
- Receives and processes all print, non-print and electronic resources including data entry, stamping, and labeling and, when needed, repairs materials by cleaning, repairing labels and barcodes
- Assists TL with inventory of all LMC print and non-print materials and identifies /prepares library discards for the Instructional Materials Department and C-50 items for the Service Center
- Operates, distributes, maintains (makes minor repairs), and instructs in use of instructional equipment housed and circulated through the LMC and, if needed, enters work orders through the online Help Desk portal

- Assists students and teachers in locating instructional materials, promotes the use of quality children and/or young adult literature, and possesses a basic knowledge of copyright laws and guidelines
- Monitors LMC functions in the absence of the TL, but has no supervisory duties over students in the absence of the teacher or TL
- Assumes other library/clerical related duties as may be assigned by the TL

### **Education and/or Experience**

Associate's degree or equivalent completed college course work relative to library sciences, education, or computer entry from a Professional Standards Commission approved accredited college or university is preferred. High school diploma or GED equivalent required. Previous experience in general office procedures or computer entry preferred.

**Certificates, Licenses, Permits:** None.

### **Knowledge, Skills & Abilities**

**Knowledge of** organizational and department planning and operational procedures; the organization of specific assigned area; the operation of a computer; common software systems such as Microsoft Word, Excel, and Outlook

**Skill in** effective oral, written, and interpersonal communication; organizational skills; clear, distinct, audible telephone voice; command of the English language

**Ability to** maintain a clean and orderly work environment; have a supportive and approachable presence with students and adults; to thrive in a flexible setting; exhibit patience; work well with others; file accurately; maintain collection records efficiently; handle multiple technological and non-technological tasks.

### **ADA Requirements:**

**Sedentary Work:** Exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to lift carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all sedentary criteria are met.

**Reaching:** Extending hand(s) and arm(s) in any direction.

**Fingering:** Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.

**Talking:** Expressing or exchanging ideas by means of the spoken word. One must have the ability to convey detailed or important spoken instructions to others accurately, loudly, or quickly.

**Hearing:** Ability to receive detailed information through oral communication; and to make fine discrimination in sounds, such as when making fine adjustments on machined parts with or without correction.

**Vision:** The ability to perceive the nature of objects by the eye. Acuity (near and far vision), depth perception (three dimensional vision), accommodation (adjustment of lens to eye to bring an object into sharp focus), field of vision (area that can be seen up and down or to the right or left while eyes

are fixed on a given point) and color vision (ability to distinguish and identify colors) are required factors.

**Repetitive Motions:** Substantial movements (motions) of the wrists, hands, and/or fingers.

**Performance Factors:**

**Interaction with Others:** Ability to maintain, on a regular and consistent basis, relationships that are not characterized by high levels of hostility, social withdrawal or failure to communicate. Ability to be flexible in situations relative to daily routines. Ability to demonstrate sensitivity to the differences among diverse populations.

**Concentration:** Ability to maintain workflow and thought processes in the presence of frequent distractions. Ability to ignore irrelevant sights or sounds and intrusive thoughts or stimuli. Ability to manage multiple tasks simultaneously with only few or no errors.

**Stressful Circumstances:** Ability to produce quality work when short or unexpected deadlines are presented. Ability to adjust work processes without incident when new and unexpected directions are given relative to a project that may be in process. Ability to maintain composure and not compound a situation when interacting with persons who may be angry, demanding or otherwise less than polite.

**Independent Judgment:** Ability to complete work tasks without being given procedure directions relative to work steps or the final project.

**Decision Making:** Ability to make appropriate business decisions.

**Organizational Skills:** Ability to establish priorities; simultaneously manage multiple tasks; and deliver a quality work product by a designated deadline.

**Attention to Detail:** Ability to recognize errors or layout features that detract from the physical attractiveness or accuracy of a work product.

**Public Contact:** Ability to communicate professionally and effectively, both verbally and in writing, with superiors, colleagues, and other individuals within and external to the school system. Ability to demonstrate professionalism while interacting with others and to maintain constructive working relationships.

**Attendance and Dependability:** Ability to be depended on to report to work at the scheduled time and to seldom be absent from work. Ability to complete work in a timely, accurate manner and to be conscientious about work performance.