
Position Title: Library Media Center Assistant
Qualifications: High School Diploma or equivalent
Department: West Salem School District Office
Reports To: Building LMS (Library Media Specialist)/Building Principal
Prepared By: LMC Directors
Approved By: Board of Education
Date: November 24, 2008

- I. Summary: Bring assistance to the students, staff in the selection and care of LMC materials.

- II. Essential Duties and Responsibilities:
 - A. Supervise students and guide students and staff in the proper use of print and non-print materials and available technology within the library.
 - B. Process and maintain library materials using existing library software and programs.
 - C. Assist LMS in planning and implementing reading motivational programs and in promoting the media center.
 - D. Shelve and maintain media center materials and equipment.
 - E. Fulfill additional duties assigned by the LMS or building principal as directed.
 - F. As a representative of the school district, you are expected to deal with the public and school employees in a courteous and professional manner.
 - G. Be knowledgeable and follow all district policies.

- III. Supervisory Responsibilities:

To supervise students as assigned by LMS and/or building principal.

- IV. Qualification Requirements:

The successful applicant must be able to meet the proficiency level as established by the school district on a clerical functioning assessment, have the ability to keep records accurately, good organizational skills, willingness learn new skills , work cooperatively and independently and have artistic and creative abilities.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill and/or ability required.

- V. Education and/or Experience:

High school diploma required. Experience interacting successfully with young people is preferred.

- VI. Certificates, Licenses, Registrations:

High school degree required AED, and First Aid Certification.

- VII. Language Skills:

Ability to communicate well with both teachers and students.

- VIII. Mathematical Skills:

Ability to read charts and graphs and compute sums.

- IX. Reasoning Ability:
Ability to maintain a high degree of confidentiality within and outside the school and work collegially with all staff members and the general public.
- X. Technology Skills:
Demonstrate ability to use appropriate technology to process, store, and retrieve data required for the position including knowledge of software for word processing, spreadsheets, database, presentations, and telecommunications.
- XI. Other Skills and Abilities:
Ability to problem solve and work collegially with co-workers, students, the general public, all staff members and supervisors and independently when appropriate.
- XII. Physical Demands:
1. The physical demands described here 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.
 2. While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk and hear. The employee is occasionally required to reach with hands and arms, stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.
 3. Must be able to exert 30-60 pounds of force occasionally and/or 20-35 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move an object.
- XIII. Work Environment:
1. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
 2. The noise level in this environment is quiet to loud, depending upon the activity in the particular part of the day.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position perform additional duties and additional duties may be assigned.