

HANFORD ELEMENTARY SCHOOL DISTRICT
Job Description

MEDIA SERVICES AIDE

DEFINITION

Under general supervision, performs general clerical duties in the operation of a media services center at an elementary school or middle school and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Incumbents receive general supervision from the school site principal and may receive functional direction from the Director of Curriculum and Instruction and the Teacher Resource Center Specialist.

ESSENTIAL FUNCTIONS

Prepares and maintains a variety of resources, including but not limited to the electronic inventory and research materials (books, periodicals, videos, Internet, and CD-ROMs).

Performs a variety of circulation functions of media materials including processing new materials, initiating repairs, cleaning and maintaining existing collections, shelving books and other materials and maintaining shelf order.

Prepares bulletin boards and displays.

Assists students, teachers, and others in locating and selecting media materials for use in the classroom or in completing research projects (including computer usage and Internet searches).

Collects overdue books and fees for damaged or lost books.

Reads/tells stories to groups of students.

Maintains discipline in the media services center.

Receives requests for new books.

Places new book orders.

Participates in the planning and evaluation of the District's media and technology program.

Coordinates library committee meetings and committee membership.

ESSENTIAL FUNCTIONS (continued)

Operates standard media service center equipment.

Performs routine clerical tasks.

Monitors assigned budget .

Performs minor adjustments and non-technical maintenance of media services center equipment.

Inventories books and materials electronically at the end of the year or at other times as needed.

As time permits, assumes a reasonable amount of co-curricular activities as determined by the District (i.e. book fairs, motivational reading programs, etc.).

Assists in creating and maintaining an attractive and inviting media services center.

Assist in coordinating class activities in the media services center.

OTHER DUTIES

Performs related duties as assigned.

NECESSARY EMPLOYMENT STANDARDS

Knowledge of:

Basic media services center methods, practices, and terminology.

Clerical techniques.

Office methods, practices, and procedures.

Computer and Internet usage.

Correct English usage, spelling, grammar, and punctuation.

Ability to:

Perform clerical work of average difficulty.

Do simple reference work and assist students and teachers in the selection of media materials.

Ability to: (continued)

Learn the Dewey Decimal Classification System.

Speak clearly and read stories to children in an interesting manner.

Operate standard office equipment.

Operate computers, CD-ROMs, Internet, television and VCR.

Type at a rate of 35 words per minute from clear copy.

Establish and maintain cooperative and effective relationships with those contacted in the course of work.

Education and Experience:

Education: Equivalent to graduation from high school.

Must meet the following requirements as defined in the ESEA NCLB Act of January 2002, Section 1119:

Complete two years of higher education study, OR

Hold or obtain an Associate's Degree, OR

Pass a formal state or local academic assessment that demonstrates

Knowledge of and the ability to assist in teaching, reading, writing, and

Mathematics or reading, writing and mathematics readiness.

Experience: One year of general clerical and typing experience. At least one year of experience working directly with students in an instructional support capacity.

WORKING CONDITIONS

Environment: Media services center in a school site.

Physical Abilities: Seeing to read books and other library materials, lifting and carrying boxes weighing up to 50 pounds, pushing and pulling carts, walking and standing for extended periods of time, reaching horizontally and above the shoulders to shelves and reach books, bending, kneeling, dexterity of hands and fingers to operate audio-visual and media services center equipment.

Adopted: 03/12/86
Revised: 09/20/89
Revised: 12/16/98
Revised: 12/20/00
Revised: 12/15/04