

**REGULATION
STAFF
JOB DESCRIPTION--MEDIA CENTER ASSISTANT**

Title: Media Center Assistant

Qualifications: Working knowledge of basic library procedures and ability to operate common office equipment.

Reports to: Superintendent

Job Goal: To assure the smooth and efficient operation of the media center.

Performance Responsibilities:

1. Maintains library so that it is conducive to easy access to materials and gives students a pleasant learning environment.
2. "Reads" shelves (checks to see that books are in proper order).
3. Designs and prepares current bulletin boards.
4. Checks book in and out for students and faculty.
5. Distributes a list of students with books due and students with overdue books.
6. Prepares new books for shelves.
7. Prepares cataloging for books on hand and books that do not have catalog kits.
8. Selects new books appropriate for different age and grade levels.
9. Re-shelves books, videos and equipment returned to the media center.
10. Orders and returns media center books, free loan films, videos and other materials.
11. Reports textbooks on teacher's request.
12. Maintains a vertical file.
13. Provides basic library instruction and orientation to students.
14. Assists students in finding materials.
15. Cleans and does small repair on equipment.
16. Completes yearly inventory of books, materials and equipment belonging to the media center.

Terms of employment: School days

Evaluation: Performance of this job shall be evaluated annually in accordance with provisions of the board's policy on evaluation of non-certified personnel.