

Tri-County Area School District

Plainfield, WI 54966

JOB DESCRIPTION

JD SS 410

Updated: December 2016

Position Title: **Educational Assistant –
5th through 12th grade Library Media Center Assistant**

Qualifications:

- Meets all the requirements for an Educational Assistant position.
- High School diploma, education beyond High School preferred, but not required.
- Experience in working with children in small groups or large group settings preferred.
- Ability to work well with teachers, children, and parents in directed or undirected work.
- Ability to work well with others in a team environment.
- Ability to accept direction from supervisors.
- Ability to follow work rules and procedures.
- Ability to accept constructive criticism.
- Ability to communicate effectively.
- Strong detail oriented organizational skills.

Special Skills:

- Keyboarding and word processing skills, skilled in the use of Google Apps for Education, photo and video editing skills.
- Ability to effectively use office machines, computers, and audio-visual equipment.
- Knowledge of, or ability to learn, the Dewey Decimal and METIS organizational systems.
- Ability to learn and use new and emerging technologies.

Reports to: Building Principal and Library Media Specialist

Position Function and Goal: To assist the Library Media Specialist in the day-to-day operations of the Library Media Center, and to assist students and staff in the effective use of the Library Media Center. To foster the love of literacy for academic and leisure purposes in tandem with supporting 21st century skill development in our students.

Specific Responsibilities:

1. Assists in the acquisition, preparation, and maintenance of Library Media Center resources:

- Assists with checking in orders.
- Processes materials for circulation.
- Adds, deletes, and edits records in the computer catalog.

- Performs routine mending of materials.
- Collects mail, checks in and displays newspapers and magazines.
- Sets up and operates A-V and computer equipment, including the copy machine, laminator, and projection systems, as needed.
- Performs trouble shooting and minor maintenance on equipment and software.
- Performs scheduled recharging of batteries.
- Maintains equipment records.
- Assists with inventories.

2. Assumes responsibility for circulation of materials:

- Checks materials and equipment in and out of the 5-12 Library Media Center.
- Coordinates use and return of A-V and computer equipment.
- Places holds on materials and accepts fine payments.
- Checks condition of returned materials and equipment.
- Reshelves materials; reads shelves.
- Pulls selected materials for classroom units.
- Prepares and distributes overdue/fine notices.
- Maintains patron records.

3. Supervises students and provides assistance to students and staff in the use of the Library Media Center.

4. Trains and supervises Student Library Media Center Aides.

5. Assists in maintaining various Library Media Center and District records and reports.

6. Assists with the Senior DVD project.

7. Prepares physical and multimedia displays.

8. Prepares and maintains student records for online software applications.

9. Leads assigned classes in the Primary Library Media Center as scheduled; circulates materials to students.

10. Other such duties as they may be assigned.

Terms of employment: Salary and work year to be established by the Board of Education.

Evaluation: Performance of this job will be evaluated with provisions of the Board's policy on evaluations of employees. Evaluation is to be done by the building Principal, or the Library Media Specialist under the direction of the building Principal.