

Tri-County Area School District  
Plainfield WI 54966

## JOB DESCRIPTION

JD CC 411  
Updated: September 2009

**Position Title:** **Educational Assistant --  
Primary Library Media Center**

### **Qualifications:**

- High school diploma, education beyond high school preferred, but not required.
- Experience with working with children in small group or large group settings preferred.
- Ability to work well with teachers, children, and parents in directed work or undirected work.
- Meets all requirements for an Educational Assistant position.
- 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.

### **Special Skills:**

- Typing
- Ability to operate and use office machines, computers and audio-visual equipment
- Knowledge of Dewey Decimal System

**Reports to:** Building Principal and Library Media Specialist

### **Position Function:**

To manage the Primary Library, under general supervision of the Library Media Specialist, and to assist students and staff in the effective use of the Primary Library Media Center.

### **Specific Responsibilities:**

1. Supervises class and individual use of the Primary Library Media Center:
  - Schedules weekly library times with EC-4<sup>th</sup> grade classes.
  - Reads to students and supervises book exchange; helps students choose books on their reading and interest level.

- Conducts orientation to the library; teaches book care and check-out procedures; teaches library arrangement and elementary location skills.
  - Assists students and staff in locating and using reference material in various formats.
  - Supervises individual students using the library outside of their scheduled class library times.
2. Assists in acquisition, preparation, and maintenance of Media Center resources:
    - Assists in selection of Primary library materials.
    - Assists with preparing and checking in orders.
    - Helps process materials for circulation.
    - Checks in and displays magazines.
    - Performs routine mending of materials.
    - Keeps necessary audio-visual equipment records.
  3. Assumes responsibility for circulation of materials:
    - Checks materials and equipment in and out of the Primary Library Media Center.
    - Places holds on materials.
    - Reshelves materials; reads shelves.
    - Prepares and distributes overdue notices.
    - Performs materials and equipment inventories.
    - Maintains patron records.
    - Pulls theme-related books and materials for classroom units of study, at teacher request.
  4. Prepares seasonal and special displays that promote reading, books, and libraries; displays special classroom projects in the library as requested by teachers.
  5. Operates copy machine, laminator, and other audio-visual equipment as needed.
  6. Assists in turning on and shutting down the library network and with routine backups of computer files.
  7. 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.