

TITLE: Library Media Assistant

QUALIFICATIONS:

1. Minimum 60 semester hours of college credit
2. Successful training at an accredited college or institution of higher learning.
3. Experience with one-on-one teaching practices
4. Knowledgeable of library services and practices
5. Interpersonal skills and ability to positively interact with teachers, parents and students.

REPORTS TO:

Library Media Specialist
Building Principal
Assistant Principal

JOB GOAL: To provide support and assist in facilitating quality services for district students

PERFORMANCE RESPONSIBILITIES:

1. To provide one-on-one and/or small group tutoring for eligible students.
2. Assist with classroom management in the library, such as organizing instructional and other materials.
3. Provide assistance with technology as required by students and staff.
4. Conduct parental involvement activities related to the library/media services.
5. Support teachers and staff in implementing "best practices" in the classroom based upon scientifically-based research.
6. Manage library collections under the supervision of a qualified library/media specialist.
7. Represent the interest of the library on site-based and school improvement committees.
8. Other duties as assigned.

TERMS OF EMPLOYMENT:

1. School year

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel and provisions set forth in the Collective Bargaining Agreement.

Physical Demands

Handle work which deals mostly with people, objects, equipment in a general setting; depth perception and field of vision are important. Employee regularly is required to bend, stoop, twist, turn, reach, lift (up to 50 pounds), carry, pull, push, climb, and kneel; walking and standing approximately 50-75% of each shift. Employee must recognize differences in sound, such as voices/noises that are loud and playful instead of angry and combative; ability to differentiate tones and volumes in conversation.

Mental Demands

The Teaching Assistant must ensure that children are supervised at all times, and that children are involved in safe and appropriate activities. There may be a number of situations happening at once, and the Teaching Assistant must be prepared to handle accidents and emergencies at any time.

WORK ENVIRONMENT

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.

The Teaching Assistant will be working in a busy and occasionally noisy environment. There may be a number of activities and situations happening at once, and the Teacher will have to supervise all students at all times.

Approved September 23,2003