

PARA EDUCATOR I - LIBRARY MEDIA ASSISTANT
Range 40

DEFINITION

Under general supervision, to perform a variety of specialized library media, computer operations and record keeping work; to assist students in the use of the library/media center; and to perform related work as required.

CLASS CHARACTERISTICS

Positions in this class assigned to elementary schools operate a library media learning center under the general supervision of the school principal. Incumbents have considerable independence in the operation of the center within an established framework. Incumbents recommend purchase of media and equipment from District, PTO, and other funding sources. Positions assigned to this class at the middle school work with a credentialed staff member in a more complex setting. Library Media Technician positions work in a larger and more technical District-wide instructional media center environment with a more complex collection and provide higher level library and instructional resource to teachers and Library Media Assistants.

SUPERVISION

Receives first-level supervision from the site administrator. Classroom teachers with whom the incumbent works, internal customers (such as other teachers), and external customers (such as parents) may provide input to the supervisor for performance evaluation.

EXAMPLES OF DUTIES

The tasks listed in this section are representative of duties assigned to positions in this class. This list is not intended to be an exhaustive list of all of the tasks assigned to positions in the class, and it is not expected that all of the tasks listed are necessarily assigned to all positions in the class.

Check books, media, and AV equipment in and out using manual and automated processes; scan books and student I.D. barcodes; maintain statistics related to library usage; pull books from shelves for teachers; shelve books; prepare student library cards; transfer cards when students change schools within the District.

Consult with and request teacher input in the selection of media and equipment; review materials for relatedness to state frameworks and District curriculum; recommend media, technology, equipment, and book purchases; complete orders of library books, magazines, computer software, and supplies for review and approval.

Instruct teachers and students on library software, assist students in use of computers located in library media center and computer learning lab; read stories to students and prepare book talks; assist students in using library and selecting books; present information and reinforce teacher instruction in library skills acquisition; prepare library skills lessons and learning activities for students; work with school staff to schedule students to use the library media and computer centers.

Supervise classes and small groups sent to the library media center by teachers; supervise students who use the library during lunch and other non-instructional periods of the day; maintain discipline among students in the library; refer students who are not cooperative to professional staff and/or administration in accordance with school practice.

San Mateo- Foster City School District

Maintain and update manual and automated card catalog system and inventory, read shelves, conduct inventories, remove obsolete materials from library/resource center collection, delete lost and removed books, kits, media, and materials from collection records.

Prepare lists and notices, and keep track of overdue materials; receive monies and prepare receipts for lost/damaged library media materials.

Prepare routine forms and documents using typewriter and/or microcomputer and order library supplies.

Maintain oral and written communication with administration, faculty, students, and parents.

Receive, catalog and process new library media; stamp ownership, glue pockets, and check out sheets, affix labels, and cover books; make routine book repairs; clean books.

Schedule and fill request for media and equipment.

Troubleshoot and repair minor AV, computer lab and library equipment problems. Communicate needed repairs and safety hazards to site staff; turn computers on and off; install new software and upgrades on computer.

Publicize library services, form library and reading clubs, promote adopt-a-book and birthday books clubs; develop and implement reading incentive programs; promote and conduct fundraising events; make lists of new books for teachers; design bulletin boards and book displays; prepare library letters and information for newsletters and bulletins.

File catalogs and manuals; install software on library media and computer lab computer equipment.

Operate office equipment such as microcomputer, printer, CD-ROM, VCR, overhead projector, photocopier, laminator, and calculator; operate specialized library software to access periodicals, newspapers, articles, bibliographic data, encyclopedia, and other references.

Serve on assigned committees and teams. Participate in District mandated training and retraining programs.

Perform related work as required.

LICENSES AND CERTIFICATES

Possession of a valid and appropriate California Driver's license! (Resource Center Position)

QUALIFICATIONS

Knowledge of:

Dewey Decimal System.

Library methods, practices and terminology.

Children's literature

Modern office methods and procedures.

Filing methods, record keeping and standard office equipment operation.

Proper English usage, grammar, spelling and punctuation.

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Basic technology and computer use including keyboarding, text processing, Internet access and use, CD-ROM and multi-media.

Basic mathematics.

Ability to:

Operate a school library efficiently and effectively for the benefit of teachers and students.

Use Dewey Decimal System and basic library reference materials.

Assist teachers and students with special projects and use of the library.

Process, distribute, and maintain records on media and materials.

Learn and operate microcomputers, peripheral equipment and library and student software to perform library technical work and to assist students in use of the library, conducting research for assignments, using the internet, CD-ROM and on-line public access catalog, and prepare reports.

Operate audio visual and office equipment.

Make accurate arithmetic calculations.

Operate a typewriter keyboard with accuracy and efficiency at a level necessary for job success. (approximately 30 words per minute)

Understand the needs of students at the respective age level.

Control student behavior in library media center and work effectively with students.

Learn pertinent procedures and functions quickly and apply them without immediate supervision.

Maintain manual and automated files and records of average complexity.

Recognize hazards to safety.

Understand and carry out oral and written instructions.

Communicate effectively in English, both orally and in writing, displaying tact, patience, and judgment.

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

Essential Functions:

Sitting and standing for long periods of time, kneeling, walking, bending, stretching, reaching, twisting, crouching and squatting. Use of hands and feet. Ability to push, pull and drag. Must be able to lift a minimum of 30 pounds.

Administer First Aid.

Education and Experience:

Any combination of training, education and experience which demonstrates possession of the knowledge and abilities stated above, and the ability to perform the duties of the position. A typical qualifying entrance background is experience performing instructional support work in elementary and/or middle school classrooms supplemented by clerical training and/or experience.