

SECTION 392 LIBRARY MEDIA CENTER (LMC) ASSISTANT

POSITION TITLE: Library Media Center (LMC) Assistant

REPORTS TO: Library Media Specialist, Building Principal, Director of Technology

QUALIFICATIONS:

1. Must maintain the confidentiality of student information.
2. High school diploma. (additional related training desirable but not required).
3. Previous experience and general knowledge of library procedures, computer operations and audio visual equipment.
4. Ability to keep accurate circulation records, other records, and provide reports to LMS as needed.
5. Computer keyboarding skills, general secretarial and clerical skills.
6. Ability to operate equipment such as computer, typewriter, copier, TV, VCR, laminator, and fax machine.
7. Strong personal attributes in human relations, oral and written communication.
8. Ability to assume responsibility, display initiative, and exercise good judgment.
9. Ability to properly handle emergency situations.
10. Ability to work in a positive manner with students, staff, and the community.

GENERAL RESPONSIBILITIES:

Assist in providing a well-organized, smooth functioning LMC environment in which teachers and students can take full advantage of available resources. The assistant shall also assist in providing services which help teachers instruct children through the use of educational media. Properly handle confidential matters relating to students, student records, parents, staff and any other school-related issues.

ESSENTIAL FUNCTIONS:

1. Maintain confidentiality.
2. Assist with circulation of print and non-print materials including the inter library loan process, shelving of materials, and compiling overdue records and annual reports.
3. Assist students and staff with the use of the LMC. This will include answering questions and demonstrating the proper use of equipment, software and the operation of audiovisual and production equipment.
4. Gather materials, set up displays, and maintain bulletin boards for the library and computer lab.
5. Coordinate and schedule the use of materials, library equipment and the computer lab.
6. Responsible for typing, filing, duplicating materials and record keeping.
7. Run computer system with efficiency.
8. Assist in loading software for classrooms and computer lab.
9. Assist in supervising student Internet activity.
10. Change back-up tape for the computer network server daily.
11. Compile circulation statistics and other information as needed.
12. Process new materials as per the direction established by the LMS.
13. Maintain library media catalogs as directed.

ESSENTIAL FUNCTIONS: (continued)

14. Complete laminating.
15. Answer phone extension and route incoming calls appropriately.
16. Maintain supplies for library and computer lab.
17. Keep inventory up to date for all AV computer equipment in building.
18. Assist in video taping needs for building and monitor taping rights.
19. Assist with opening and closing the LMC, including turning on and off all equipment, running reports, etc.
20. Perform basic preventative maintenance and minor repairs on equipment.
21. Assist with troubleshooting minor computer, printer, and software problems. Report all problems to technical support.
22. Maintain media collection as directed.
23. Supervise and discipline students as needed.
24. Assist with supervision of LMC student assistants.
25. Perform other responsibilities as assigned by the building LMS, Principal, or Director of Technology.

WORKING CONDITIONS:

Primarily library and computer lab environments; exposed to noise and contact with students.

1st Reading: Feb. 28, 2000
2nd Reading: March 13, 2000
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