



Assistant, Library Media

Reports to: Library Media Specialist

Structure/Grade: Unified 112

Division: Curriculum and Instruction

Workdays: 199 Days

Position Summary

Perform routine tasks to assist with the daily operations and inventory management of the library media center (LMC), providing customer service and support to ensure the academic and social success of students through media and educational initiatives. Perform duties under direct supervision as an entry-level individual contributor.

Essential Job Duties

- Assist patrons with locating, checking out, and returning media materials.
- Provide information and assistance to students and teachers as appropriate.
- Maintain and organize library collections, including filling shelves with books, removing outdated materials, managing displays, and maintaining cleanliness.
- Support colleagues in instructional roles by maintaining resources within the library software system and assisting with lesson plans and classroom management.
- Perform a wide range of administrative tasks, including, but not limited to, maintaining financial records pertaining to library fines, copy machine funds, and lost/damaged book money; assisting in inventory processing and control; and maintaining records and files.
- Operate and troubleshoot technology within the library media center (LMC), making minor repairs when needed; distribute instructional equipment as required; and instruct students and staff on equipment use.
- Collaborate with teachers to enhance the educational role of the library through events and programs, promoting quality children's or young adult literature while adhering to copyright laws.
- Conduct workshops and training sessions as necessary to facilitate the effective use of LMC resources.
- Monitor LMC operations in the absence of the Teacher-Librarian.
- Perform additional duties as assigned.

Qualifications

- High School Diploma with 0 – 3 years of related experience or Associate degree in Library Science, Information Studies, Education, or a related field with some relevant experience, or equivalent combination of education and experience level.

Knowledge, Skills, and Abilities

- Knowledge of the Dewey Decimal System and library organization
- Ability to follow clear and established processes
- Ability to work collaboratively and seek assistance when needed
- Ability to organize and prioritize tasks and manage multiple assignments simultaneously
- Effective oral, written, and interpersonal communication skills, and the ability to use proper business spelling, grammar, and punctuation
- Good computer skills, including the ability to use all relevant software
- Strong customer service skills



- Ability to maintain positive working relationships
- Ability to work with diverse populations, including children and adults
- Ability to resolve problems within defined parameters
- Ability to follow clearly established processes
- Ability to adapt to changing work environments and schedules
- Ability to maintain a clean and orderly work environment

Physical Demands and Work Environment

- Constantly required to exchange accurate information.
- Constantly operates a computer and other office machinery.
- Constantly observes details at close range.
- Frequently remains in a stationary position.
- Occasionally moves about inside an office.
- Occasionally moves office equipment weighing up to 25 pounds.
- Constantly works in an indoor environment.
- Occasionally exposed to loud noise levels.
- Occasionally exposed to bodily fluids and communicable diseases.

By signing below, I agree that I have read and understand the requirements and the essential functions of this position.

Employee: _____ Date: _____

***Disclaimer: Information** contained within this position specification only summarizes information for interested individuals. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. If there is a discrepancy between the information in this position specification, the current documents obtained in the Division of Human Resources will always govern. The DeKalb County School District reserves the right to modify, alter or discontinue these reference materials for any reason.*