

# DEXTER CONSOLIDATED SCHOOLS

## JOB DESCRIPTION

POSITION: LIBRARY/MEDIA EDUCATIONAL ASSISTANT

SUPERVISOR: Media Specialist/Principal

**GENERAL JOB DESCRIPTION:** The Library/Media Educational Assistant will coordinate library circulation and activities. The Assistant will uphold the District mission that Dexter Consolidated Schools is dedicated to graduating each student with an educational foundation for success as a responsible, ethical contributor to society

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Manage and operate the library to which assigned under the supervision of the media specialist and the principal.
2. Assist teachers with special classroom needs.
3. Work with teachers in the selection and acquisition of appropriate books, periodicals, and technology.
4. Inform teachers concerning new materials and equipment.
5. Maintain a comprehensive and efficient system for cataloging all library materials.
6. Promote appropriate conduct of students using library facilities.
7. Organize the circulation of library-media materials and equipment.
8. Help students to learn basic library skills.
9. Schedule the use of the library by class, and small groups.
10. Provide materials for the professional growth of the faculty, and maintain a professional collection.
11. Maintain an inventory of all library materials and equipment.
12. Remove obsolete and worn materials from the collection.
13. Arrange media-related bulletin boards and displays of interest to the students.
14. Notify teachers, students and parents concerning overdue materials. Work toward a positive outcome.
15. Make simple repairs on damaged books.
16. Operate the circulation desk.
17. Shelve incoming books.
18. Read to groups of students.
19. Operate as the circulation agent between the school and the district non-print library.
20. Maintain circulation records.
21. Provide assistance with computers utilized by students.
22. Serve as a bus assistant, maintaining training and documentation requirements to be a qualified bus assistant.
23. Instruct students, teachers and parents to use electronic databases and electronic catalog.
24. Other tasks deemed appropriate or necessary by the immediate supervisor(s).

**ADDITIONAL DUTIES AND RESPONSIBILITIES:**

1. Work under supervision of certified teacher(s), prepare for classroom activities.
2. Work with groups of students to reinforce material initially introduced by the teacher.
3. Assist individual children in need of special attention.
4. Guide independent study, enrichment and/or remedial work setup by the teacher(s).
5. Set up media equipment as requested.
6. Assist with reading and/or storytelling.
7. Assist groups of students in the library and other settings.
8. Participate in in-service training programs.
9. Contribute to the welfare and effectiveness of the classroom(s), the school, and the district by adhering to high standards of performance and interpersonal relationships.
10. Model acceptable social skills in working with students, teachers, parents and supervisors.
11. Report unsafe or dangerous surfaces and/or conditions in hallways, restrooms, playgrounds, entrances, and classrooms.
12. Other tasks as may be deemed appropriate and necessary by the immediate supervisor, the principal and/or the superintendent.

**QUALIFICATIONS:**

1. High School diploma or GED. Additional education and/or training desirable.
2. Possess or qualify for a New Mexico Level III Educational Assistant License.
3. Demonstrated aptitude for the work to be performed.
4. Basic computer skills recommended.
5. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

**PHYSICAL REQUIREMENTS:**

Sitting, standing, lifting and carrying (up to 30 pounds) reaching, squatting, kneeling, and moving light furniture may be required.

**SAFETY AND HEALTH:**

1. Knowledge of universal hygiene precautions.
2. Knowledge of school safety procedures (fire drills, lockdowns, severe weather, etc.)
3. General knowledge of first aid procedures.

**EQUIPMENT/MATERIAL HANDLED:**

Must know how to properly operate or be willing to learn to operate all multi-media equipment including current technology.

**WORKING ENVIRONMENT:**

Must be able to work within various degrees of noise, temperature, and air quality. Interruptions of work are routine. Flexibility and patience are required. Must be self-

motivated and able to complete job assignments without direct supervision. After hour work may be required. May make home visits when needed and appropriate.

**TERMS OF EMPLOYMENT:**

1. FLSA non-exempt employee.
2. Salary and work year to be established by the Superintendent.

Every employee works for Dexter Consolidated Schools, not only for a particular supervisor or department. Accordingly, employees are expected to act in the best interest of the school district even if doing so requires actions or responsibilities not listed in the above position description.

I have reviewed and agree to the above job description:

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_