

Ability to establish and maintain effective working relationships with staff and the school community.

Ability to perform several tasks simultaneously.

Ability to speak clearly and concisely both in oral and written communication.

Physical Demands:

While performing the duties of this job, the employee may occasionally push or lift up to 50 lbs such as boxes of books and AV/VCR carts and may be required to lift and push moderately heavy loads of material and spend extended time in front of computer terminals.

Supervision:

Supervises students in media center.

Evaluation: Evaluated annually by building principal and District Media Specialist using O’Fallon School District 90 Supportive Personnel Evaluation Form

Responsibilities

1. Processes library materials by labeling, stamping, bar coding, etc.
2. Assists students, teachers, and staff in locating and using library materials and equipment
3. Maintains the appearance of the media center
4. Maintains circulation records of all materials.
5. Maintains inventory of supplies and media services AV equipment and suggests items for requisition
6. Assists students in the use of the automated library catalog system
7. Supervises students during scheduled library specials, monitors and instructs students in appropriate media center behavior.
8. Plans and implements literacy based activities for students.
9. Creates library displays
10. Schedules, supervises, and trains media center volunteers
11. Checks out library books and instructional materials to students and staff.
12. Generates reports for overdue, damaged, or lost media materials.
13. Collects money for overdue, damaged, or lost media materials, and may keep a record of money received.
14. Arranges for the housing of all returned media materials and equipment
15. Cleans and repairs media center materials and arranges for repair of AV equipment as needed.
16. Assists in weeding and inventory of media collection and maintains and inventories media services equipment.
17. Other duties assigned by the Media Specialist in consultation with the building principal.