

SCHOOL DISTRICT OF OKALOOSA COUNTY
Okaloosa County, Florida

IT IS THE POLICY OF THE SCHOOL DISTRICT OF OKALOOSA COUNTY NOT TO DISCRIMINATE AGAINST EMPLOYEES OR APPLICANTS EMPLOYMENT ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, MARITAL STATUS, AGE, OR HANDICAP. IT IS THE POLICY OF THE SCHOOL DISTRICT OF OKALOOSA COUNTY TO HIRE ONLY U. S. CITIZENS AND ALIENS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES. THESE POLICIES SHALL APPLY TO RECRUITMENT, EMPLOYMENT, TRANSFERS, COMPENSATION, AND OTHER ITEMS AND CONDITIONS OF EMPLOYMENT.

Position Title: Media Assistant - Media Center/School (Library Assistant School)
Reports To: School based administrator (with direct supervision by the media specialist)
Supervises: N/A

Minimum Eligibility Requirements:

High School Diploma or equivalent.

Experience and/or training in clerical skills, office technology, and basic computer skills.

Age 18 or over.

Such alternatives to the above requirements as the Board may find appropriate and acceptable.

Language Skills:

Ability to read and comprehend instructions and to effectively present information in one-on-one and small groups situations. Ability to read aloud fluently.

Mathematical Skills:

Ability to calculate figures and amounts such as interest, discounts and percentages.

Reasoning Ability:

Ability to apply common sense in carrying out instructions.

Other Skills:

Ability to operate a personal computer and typical equipment available in the media center. Some knowledge of media productions may be required.

Physical Demands:

While performing the duties of this job, the employee is regularly required to stand, sit walk, talk and reach with arms or hands. The employee must frequently push or pull up to 30 pounds.

Work Environment:

Noise level is moderate to loud.

Job Goal:

To assist in providing a well-organized, inviting media environment in which teachers and students can fully utilize available information resources.

Essential Duties and Responsibilities:

1. Effectively uses circulation software, as well as word processing programs, spreadsheets, and presentation programs.
2. Processes new books when needed, A-V materials and current magazines for circulation (where still used, as many use only electronic resources).
3. Maintains files as requested by media specialist or principal.
4. Prepares notices to teachers and/or students concerning overdue books.
5. Makes minor repairs on damaged library books.
6. Maintains knowledge of current media center procedures, understanding of Dewey Decimal System, and use of latest A-V equipment

7. Assists in the training and coordination of activities and job assignments for media students and school/media volunteers.
8. Assists in the annual inventory of library materials and equipment.
9. Shelves incoming books.
10. Maintains current inventory of supplies and suggests items for acquisition as needed.
11. Oversees the general neatness and attractiveness of the library and prepares displays and bulletin boards, helping to maintain an inviting atmosphere.
12. Assists students in locating both print and electronic references, and instructional materials, and conducts story time activities.
13. Assists the media specialist in maintaining proper student discipline.
14. Assists in maintaining materials and equipment in working order.
15. Operates circulation desk and maintains circulation records via automated system, which will require computer skills.
16. Assists with schedule and operation of audio-visual equipment, TV/VCR's and computers on request, either in the media center or elsewhere.
17. Assumes role of Media Specialist if required.
18. Abides by all Board policies relative to employment.
19. Other such duties as may be (1) temporarily and/or sporadically performed as assigned by the supervisor and/or the Board, (2) permanently reassigned and specified changes noted and signed by the incumbent.

Length of Employee:

Nine or ten months.

Evaluation:

Performance of this job will be evaluated in accordance with provisions of the Board's policy and State laws

Review and Agreement:

Name of Employee	Social Security Number
Signature: _____ Employee	_____ Date
_____ Supervisor/Title	_____ Date