

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 6740
Pay Grade: D05

FLSA: Non-Exempt

LIBRARY/MEDIA ASSISTANT

MAJOR FUNCTION:

Performs simple to complex clerical work of a routine nature, within school Media Center operations. Duties are varied and include typing and application of knowledge on standard library practices and procedures, involving printed books and publications and audiovisual equipment and related materials. Work is performed under direct supervision, with some independence and use of some independent judgment. Position is reviewed through observation of the work in progress and results obtained.

DUTIES AND RESPONSIBILITIES:

SCHOOL MEDIA CENTER:

- Types and processes a variety of forms, letters, memos, cards, labels, purchase orders, etc.
- Utilizes department's computer for overdues and/or inventory control; enters data as needed; may issue computer software to faculty and students.
- Answers telephones; operates a variety of office machines including laminator, typewriter, and copier; reviews and distributes mail.
- Maintains a variety of files and filing systems including addresses and resource information on publishers and suppliers, purchase orders, card catalogs, circulation records, etc.
- Issues and maintains control of Media Center and audiovisual equipment, and materials on a scheduled and emergency use basis; daily "set-ups" for faculty; may provide screens, projectors and VCR's for extracurricular activities; assists with the setting up and operation of audiovisual equipment.
- Responsible for the circulation of books, periodicals, magazines, films, cassettes, computer software and other related materials to students and faculty.
- Performs general housekeeping tasks including straightening shelves, reshelving reference books and magazines, etc; checks equipment to insure proper operations; replaces light bulbs, removes obsolete or irreparable equipment from inventory; schedules repair work.
- Maintains inventory of office supplies and reorders as needed.
- Repairs and reinforces books and related instructional materials.
- Directs and assists students and faculty in locating books, reference materials, etc. as required.
- Provides lead direction to student assistants and volunteers in performing routine library tasks.
- May process books and materials for specialized or technical subjects, not routinely processed through Media Services.
- Receives and verifies new book and/or equipment orders against purchase order for payment or replacement.
- Orders films and cassette tapes through Media Services on a scheduled basis for instructional staff; receives, distributes and returns same to film library.
- Performs other related duties, as assigned.

INTERNATIONAL BACCALAUREATE PROGRAM/CENTER FOR ADVANCED TECHNOLOGIES:

- Performs duties and responsibilities stated above.
- Applies a working knowledge of the operation of computers, software, and peripheral equipment.
- Applies practical experience in the use of computers and computer literacy skills.
- Provides assistance to high school students using advanced research skills, to include on-line research technology.
- Works with and provides guidance to high school students on research matters utilizing effective oral and written communication skills.
- Performs other related duties, as assigned.

LIBRARY MEDIA ASSISTANT

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a GED, with skill in typing, plus at least six (6) months' general office experience; or an equivalent combination of education, training and experience.

Library Media Assistants hired after January 8, 2002, that work in an instructional capacity at a Title I school must meet a rigorous standard of quality and be able to demonstrate, through an academic assessment, knowledge of and the ability to assist in instructing reading, writing, and mathematics (or, as appropriate, reading readiness, writing readiness, and mathematics readiness). By January 8, 2006, all Library Media Assistants under Title I must meet the above requirement.

ISSUED: 6/87 MW; BOARD APPROVED: 9/23/87; REVISED: 9/89 MW (D&R); REVISED: 5/90 MW (Sub Headings); REVISED: 7/90 MW (Title); BOARD APPROVED: 8/22/90; MQ's REVISED: 5/03 AK; BOARD APPROVED: 6/17/03; FORMAT & WC REVISED: 8/04 AK

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

LIBRARY MEDIA ASSISTANT

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds			X		
2. Lift objects weighing 21 to 50 pounds		X			
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds			X		
6. Carry objects weighing 21 to 50 pounds		X			
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time			X		
11. Standing for more than two hours at a time			X		
12. Stooping and bending			X		
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects			X		
19. Proofreading and checking documents for accuracy			X		
20. Using a keyboard to enter and transform words or data			X		
21. Using a video display terminal			X		
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls		X			
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Library Media Assistant - PESPA