

**Central Valley School District
Job Description #853**

TITLE High School Media Assistant

GENERAL SUMMARY

The Central Valley School District High School Media Assistant performs a wide variety of tasks to help assure the smooth, efficient operation of the school media center.

ESSENTIAL JOB FUNCTIONS

Depending upon the individual assignment, the High School Media Assistant may perform all or a combination of the following:

1. Word process/type neatly, accurately and independently a variety of materials such as, but not limited to, media center correspondence, memos, purchase orders, certificates, book cards and pockets, catalog cards, reports, statistical data, etc.
2. Prepare and process all new library materials (many are online)
3. Trouble-shoot basic computer problems - hardware and software.
4. Prepare and shelve all new books, periodicals, pamphlets, A-V materials, vertical file materials, etc.
5. Assist with circulation desk, i.e., check materials in and out, shelve materials, process overdue materials and prepare fine and overdue notices and post to SIS.web.
6. Assist staff and students in locating and using the various types of materials housed in the media center.
7. Exhibit confidentiality, initiative, creativity and enthusiasm in performing job functions.
8. Respond to school staff in a timely, cordial and courteous manner.
9. Assist in appropriate supervision of students using the media center.
10. Attend pertinent workshops and training sessions.
11. Perform related duties as required by the Media Specialist and/or Principal/Designee.
12. Barcode textbooks and distribute them to students.

REPORTING RELATIONSHIPS

This position reports to the Media Specialist and School Principal/Designee

MENTAL DEMANDS

Experiences frequent interruptions; required to deal with a wide range of student behaviors and academic abilities.

PHYSICAL DEMANDS

May be required to stand for prolonged periods; may be required to lean or bend when assisting students; potentially exposed to ordinary infectious diseases carried by students; may be required to occasionally lift and position computer equipment and supplies; exposed to multiple visual display terminals for prolonged periods.

MINIMUM QUALIFICATIONS

1. Knowledgeable regarding use of machines i.e., copier, computers & software programs, calculator, laminator, etc.
2. Possess excellent communication skills.
3. Skilled in use of computer including word processing with Microsoft Word; willingness to continue learning new skills and programs.
4. Ability to accurately type/word process 55 wpm, and use the Internet and online resources.
5. Possess a "customer service" orientation.
6. Possess effective organizational skills to assure meeting deadlines.
7. Possess the ability to work well independently.
8. Possess the physical ability and strength sufficient to move and shelve print and AV curricular materials.
9. Possess the physical ability and strength sufficient to transport AV materials and equipment throughout the school facility.
10. Possess knowledge of basic bookkeeping skills.
11. Possess excellent filing skills.
12. Demonstrated successful experience working with high school students preferred.

UNIT AFFILIATION

PSE - Secretarial/Clerical

CONDITIONS

The preceding list of essential functions is not exhaustive and may be supplemented as necessary.

CLASSIFICATION HISTORY

Revised 2/88

Revised 5/03