

**Warrenton-Hammond School District  
Job Description**

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**Job Title:** Library/Media Assistant – High School  
**Reports To:** Principal/Librarian/Media Specialist

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**JOB SUMMARY**

This position assists in managing a library collection and performs a variety of media center and clerical duties including working with groups of students in developing media skills and assisting with computer lab needs.

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**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

1. Follows and maintains knowledge of all District policy(ies) and procedures.
2. Troubleshoots all audio-visual (A/V) equipment.
3. Knows and uses Dewey Decimal System.
4. Catalogs books and new equipment.
5. Repairs, covers and binds damaged books.
6. Assists students with reference work, selection of books, online reference searches, computer use in the media center.
7. Accurately enters student testing data into District database.
8. Supervises students during library visits.
9. Prepares materials as requested by teaching staff for instruction.
10. Assists media specialist as requested in delivering instruction.
11. Processes check-ins and check-outs of books, periodicals, and reference materials and audio-visual (A/V) equipment to staff and students before, during and after school.
12. Processes new and donated books, textbooks and other library materials.
13. Coordinates set-up of special events and book fairs in the library.
14. Creates and manages student library accounts.
15. Assists students and staff in operation of media center facilities, materials and equipment.
16. Works with students in groups or individually assisting in the development of media skills.
17. Maintains circulation records for library books, reference materials, periodicals and textbook depository.
18. Inventories, orders and stocks library supplies.
19. Assists with collection of fees and billing.
20. Tracks over-due and lost books.
21. Performs general office duties including answering phones, directing calls and taking messages as appropriate, greeting the public, typing, copying, filing, sorting materials, and general correspondence.
22. Professionally represents the school and the District in interactions with parents, community, staff, and students and resolves conflict in a professional manner.
23. Complies with applicable District, state, local and federal laws, rules and regulations.
24. Attends work regularly and is punctual.

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### MARGINAL DUTIES AND RESPONSIBILITIES

*Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

1. Attends in-service trainings.
2. Attends staff meetings.
3. Assist in maintenance of monthly bulletin boards and displays.
4. Moves furniture or other library equipment.

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### SUPERVISORY RESPONSIBILITIES

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

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### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** Associate's degree (A.A.) or equivalent from two-year college or technical school or at least one year related experience and/or training or equivalent combination of education and experience. Must be highly qualified under the reauthorized ESEA. Prior successful experience working in a school or library setting strongly preferred.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Demonstrated ability to successfully work with students and staff.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to respond to common inquiries or complaints from students, parents, staff, or members of the community. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write reports and business correspondence. Ability to speak effectively before students and staff.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, schedule or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- **Computer Skills:** General knowledge of computer usage and ability to use database software, accounting software, internet software, e-mail, spreadsheets and word processing software. Ability to provide basic computer, A/V equipment and hardware troubleshooting. Ability to proficiently use the following programs strongly preferred: Follett, PowerPoint/Presentation, MS Excel, MS Word, OAKs Testing software, Odessyware, MS Outlook, and Publisher. Ability to type accurately and proficiently.

- **Other Skills and Abilities:** Ability to appropriately communicate with students, teachers, parents, members of the community and others including vendors and other agencies. Ability to exercise good judgment and work in an environment with frequent interruptions.
- **Certificates, Licenses, Registrations:** Certificates as determined by the District including meeting current highly qualified requirements under the reauthorized ESEA. Ability to obtain a valid CPR/First Aid card.

### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand, walk; sit; use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is occasionally required to stoop, kneel, or crouch. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision and ability to adjust focus.

### Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment combines standard office setting including standard office equipment (fax, copier, phone, computer, 10-key, etc.) with the standard library setting. The noise level in the work environment is usually low to moderate, but occasionally high depending upon student population and activities. The employee may be exposed to outdoor weather conditions and bloodborne pathogens.

### OTHER

**Note:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description.

**Signature:**

**Date:**

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