

Job Description for Library Media Assistants

Work Hours:

Each assistant works 17 hours each week during the hours school is in session. Two hours of that time overlaps with the other assistant. This overlap is time needed for training, planning, and essential library work. The other fifteen hours of the week the assistant works alone in the library. Because of holidays and other school closures, some work weeks may be shortened even further. During a 40-hour work week, there are 6-8 hours when the media center is not available due to each assistant working 17 hrs.

Daily tasks:

- Check out books
- Check in books
- Manage the patron database
- Reshelf all materials in correct alphabetical and Dewey order
- Help teachers and students find materials
- Prepare bulletin boards and book displays
- Keep the library clean and attractive
- Read and share literature with all grades
- Present the Library Media Core Curriculum lessons
- Help teachers with audiovisual equipment
- Send out overdue notices to students and teachers
- Manage fines for lost and damaged books
- Make minor repairs to damaged books
- Process book shipments as they arrive
- Send required paperwork to Area Media Specialist
- Communicate regularly with Area Media Specialist via e-mail, IM, etc.
- Send “request” sheets to Area Media Specialist on a regular basis
- Follow the library standards as directed
- Attend media in-services for training
- Work well with the principal, the faculty, and your media partner
- Be flexible as unexpected things will always happen
- Enjoy the students and your school