

HOOD RIVER COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE:***MEDIA ASSISTANT***

Job Purpose Statement/s:

The job of “**Media Assistant**” is done for the purpose/s of assisting with maintenance of the library collection at school site; assisting with implementation of age appropriate programs for students utilizing library resources; aid in selecting appropriate materials for support of classroom instruction and educating students on the proper use of the library resources.

Essential Job Functions:

- **Provides** classroom support for the purpose of promoting and reinforcing basic library skills to students
- **Distributes** various books and media for the purpose of providing requested classroom reference materials
- **Assists** students for the purpose of educating them on the proper use of the library resources (i.e. classification system, card catalog, care of materials, automated library system, etc.)
- **Researches** availability of materials and media for the purpose of selecting appropriate items
- **Maintains** patron database and circulation records for the purpose of automated library system resources and inter-library loans (Gorge Link)
- **Maintains** regular and appropriate attendance and is on time for assignment(s) for the purpose of meeting the needs of the students and the district.
- **Inventories** equipment and materials in library collection for the purpose of documenting losses and/or maintaining availability of materials
- **Maintains** regular and appropriate attendance and is on time for assignment(s) for the purpose of meeting the needs of the students and the district.
- **Processes** orders (e.g. books, periodicals, films, etc.) for the purpose of maintaining library collection controls
- **Assists** students, teachers and other personnel for the purpose of identifying resource materials for use in classroom and/or class assignments.

Other Job Functions:

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities
- Participates in District meetings of library clerks for the purpose of communicating information and gaining feedback and/or direction on a variety of issues
- Conducts classes under direction of the teacher in a variety of formats (e.g. story telling, puppet plays, etc.) for the purpose of promoting the use and enjoyment of literature
- Promotes library use related to special holidays, seasonal activities, etc. for the purpose of motivating students to use the library resources

Essential Job Requirements - Qualifications:

- **Experience Required:** Prior job related experience; prefer library related experience or related clerical experience.
- **Skills, Knowledge and/or Abilities Required:** ***Skills*** to operate standard office equipment including use of computer applications, use English in both written and verbal form, use correct spelling, grammar and punctuation, maintain detailed and accurate records. ***Knowledge*** of standard office equipment, library control systems. ***Abilities*** to sit or stand for prolonged periods, understand and carry out oral and written instruction. Significant physical abilities include reaching/handling/fingering, talking/hearing conversations, near visual acuity/visual accommodation.
- **Education Required:** High School diploma or equivalent; two years post-high school training (experience may be substituted for training)

- **Licenses, Certifications, Bonding, and/or Testing Required:** Criminal Justice Fingerprint Clearance; successful district required drug screen, and BBP training.

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PHYSICAL REQUIREMENTS:

- In an eight-hour day employee may:

a. Stand/Walk	<input type="checkbox"/> None	<input checked="" type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 4-6 hrs	<input type="checkbox"/> 6-8 hrs
b. Sit	<input type="checkbox"/> None	<input type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input checked="" type="checkbox"/> 5-8 hrs
c. Drive	<input checked="" type="checkbox"/> None	<input checked="" type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input type="checkbox"/> 5-8 hrs
- Employee may use hands for repetitive:

<input checked="" type="checkbox"/> Single Grasping	<input checked="" type="checkbox"/> Pushing and Pulling	<input checked="" type="checkbox"/> Fine Manipulation
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- Employee may use feet for repetitive movement as in operating foot controls:

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
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- Employee may need to:

a. Bend	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
b. Squat	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
c. Climb Stairs	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
d. Lift	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
- Lifting:

<input type="checkbox"/> Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.
<input type="checkbox"/> Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.
<input type="checkbox"/> Medium Work: Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
<input type="checkbox"/> Medium Heavy Work: Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
<input checked="" type="checkbox"/> Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

Other physical requirements:

I, _____ have read and received a copy of this
PRINT YOUR NAME HERE
 job description, and understand that a copy of this job description will become part of my personnel file.

Employee Signature

Date

