

ALPINE COUNTY UNIFIED SCHOOL DISTRICT
INSTRUCTIONAL ASSISTANT/MEDIA CLERK

REPORTS TO: PRINCIPAL / DIRECTOR OF STUDENT SERVICES

SUPERVISES: No supervisory responsibilities

DEFINITION:

Under direction of the principal and/or superintendent, with review assistance by the Alpine County Librarian using the current Memorandum of Understanding, performs a wide variety of library, audio-visual, computer, and instructional duties. Perform a variety of tasks concerned with the educational activities of students, including the independent direction of student groups. Assist in support duties in multiple settings; reinforce, monitor and report on student progress regarding behavior and instructional performance, as directed by the teacher; present instructional material under the teacher's direction to individuals or small groups; relieve teacher of routine clerical duties. Prepares, disseminates, collects, processes, stores or redistributes instructional materials used in class, and does other work as required.

QUALIFICATIONS:

Required:

1. Bachelor's degree

Desired:

1. AA or higher degree in Library Science or Computer Technology with a minimum of two years of library and/or computer experience preferred
2. Experience working with children in an individual or group setting is desirable

KNOWLEDGE AND ABILITY:

1. Knowledge of school district practices and procedures in selecting and ordering of library books and materials
2. Knowledge of computers, library Dewey Decimal System of classification
3. Knowledge of a variety of audio visual equipment and related equipment
4. Knowledge of basic inventory filing systems
5. Knowledge of general objectives of classroom programs
6. Knowledge of school rules and regulations
7. Knowledge of limitations of groups involved
8. Ability to understand and follow oral and written instructions
9. Ability to maintain consistency in application of room, school and district policies
10. Ability to maintain a kindly and sympathetic attitude without emotional bias
11. Ability to be familiar with the school's supplies, equipment, instructional materials, audiovisual equipment, and computer technology equipment
12. Ability to adapt to unusual physical or emotional conditions in a classroom or on a playground
13. Ability to exercise independent thinking a good judgment at all times
14. Ability to supervise and discipline students effectively
15. Competency in basic academic skills such as math, spelling, and grammar
16. Ability to establish and maintain effective working relationships with administration, staff, and students
17. Ability to tell or read stories to all age groups to keep up reading interest
18. Ability to instruct and supervise the use of audio-visual equipment and computer technology

19. Ability to maintain schedule of library use
20. Ability to keep abreast of new school technology, such as tele-communication, computers, video equipment, etc.
21. Ability to exercise independent thinking and good judgment at all times

ESSENTIAL DUTIES/TASKS:

Library:

1. Orders books and other materials for the district school library and staff literacy library with County Librarian review
2. Classifies and processes incoming materials
3. Uses and maintains automated catalog system
4. Assists with recess and lunch time duties
5. Provides assistance with reference materials including guidance for research projects
6. Provides service and working with staff, individual student groups and classes
7. Performs student counts for breakfast and lunch, distribute student snacks
8. Evaluates continuously the media program and plan ahead for future growth
9. Processes check-ins and check-outs of books, periodicals, reference materials, and audiovisual
10. Maintains circulation records for library books, reference materials, and periodicals
11. Sends overdue notices and collects fees
12. Maintains a pleasant, welcoming, and orderly library environment
13. Encourages staff and students to access library and its resources
14. Instructs students in library skills to work toward a better understanding of the library
15. Promotes literature and reading skills through book talks, story telling, reading incentive programs, etc.
16. Mend and repair books
17. Inventory books and media materials
18. Plans, develops, and encourages selection and purchase of age/interest appropriate literary and media materials in collaboration with students and staff
19. Takes all responsible precautions to provide for health and safety of the students and to protect equipment, materials, and facilities

Classroom:

1. Guides independent study and enrichment work in the Alternative Instructional Setting room and various instructional settings as assigned by certificated staff e.g. teachers and principal
2. Administers procedures of student academic and behavior support program
3. Assists with student supervision
4. Assists in student behavioral and instructional areas as designated by the teacher and/or certificated staff
5. Supervises safety of students on campus and during all school related activities
6. Writes up any student behavior of concern and reports to teacher and/or administrator
7. Assists in instruction, tutoring, and classroom management in classroom
8. Designs and prepares instructional materials, including room arrangements
9. Establishes, organizes, and maintains learning stations
10. Monitors student use of instructional equipment
11. Participates in training sessions

NON ESSENTIAL DUTIES/TASKS:

1. Operates, coordinates, and instructs students in the use of media equipment
2. Supports students in the use of computer applications including but not limited to word processing, spreadsheets, power point, and desk-top publishing

3. Utilizes computer network and trouble shoot minor individual computer problems
4. Coordinates district participation in book fairs, sets up special events in library
5. Assists with after school Expanded Learner Program
6. Performs other duties as assigned including general office duties such as answering phones, directing calls and taking messages, greeting the public, filing, sorting materials, and general correspondence

ENVIRONMENT/WORK CONDITIONS:

- **Location:** Work is performed in school library and classroom setting. 20% is an outdoor education setting such as physical education, recess, walking, field trips.
- **Hazards:** May include slippery surfaces
- **Equipment Used:** Computers, printer, copier, microfiche, card file system, library carts, telephone, book repair equipment, audio-visual equipment, television, overhead projector, and outside equipment
- **Safety Equipment:** None required

ESSENTIAL FUNCTIONS:

(Constantly=Over 2/3 time, Frequently=1/3-2/3 time, Occasionally=Under 1/3 time, Seldom=Under 7% time)

PHYSICAL

- **Standing/Walking:** Frequently; throughout library and work shift while shelving, assisting library patrons, recess supervision, P.E. classes, field trips, and assisting students and staff
- **Sitting:** Occasionally; at desk or computer while completing paperwork, keyboarding, and classroom duties
- **Lift/Carry:** Frequently, 1-25 lbs.; books, binders, paperwork, supplies, materials, classroom instructional materials; occasionally up to 16-54 lbs. audio-visual equipment including television, overhead projectors, etc. Seldom 75 lbs. boxes of books, equipment. For heavier lifting, assistance is available.
- **Push/Pull:** Frequently, 10-35 lbs. force; moving equipment carts, moving supplies, sliding books on shelves. Seldom 71.4 lbs. pushing loaded cart of books on carpet for re-shelving.
- **Climbing:** Occasionally; using 1-2 step ladder to reach upper library shelves.
- **Bending/Twisting:** Frequently; at waist/knees/neck while retrieving/shelving materials and equipment on upper and lower shelves and working with assigned students
- **Kneeling/Crouching:** Occasionally; while handling materials on lower shelves, assisting student in physical activities or may occur while restraining student's disruptive behavior
- **Hands/Arms:** Constantly; in reaching/handling/grasping/fingering while performing a variety of physical and administrative duties and issuing materials, re-shelving, keyboarding, filing, etc. Overhead reaching required.
- **Sight:** Constantly; in reading, sorting, identifying library materials, etc.; visual requirements include visual acuity in near and midrange vision; to provide instructional assistance to students. Assignment may require eye/hand coordination, depth perception, and peripheral vision depending on assignment.
- **Speech/Hearing:** Frequently; in answering questions and determining needs of library users both in person and over phone and to provide instructional assistance to students

MENTAL

- Ability to communicate effectively orally and in writing, and work easily with staff and students when under stress of multiple tasks or frequent interruption
- Must be able to read, write, speak English and possess basic mathematical skills

- Frequent mental alertness, attention to detail, and accuracy required in cataloging, issuing, and filing library materials
- Must be able to work independently with assigned student, exercise creative problem solving ability, and follow through on all tasks
- Must be able to provide supervisory skills to provide guidance and appropriate behavioral corrections to assigned students
- Must be able to plan and prioritize work to handle multiple tasks and requests
- Must be able to use logic and organizational skills to prepare, assign, and maintain filing and cataloging systems in an accurate and orderly manner
- Ability to work with students to minimize disruptive behaviors

Approved: 6/12/18