

**Franklin Pierce Schools
Job Description**

POSITION TITLE: MIDDLE SCHOOL MULTI-MEDIA/LIBRARY ASSISTANT

JOB SUMMARY: The Middle School Multi-Media/Library Assistant is responsible for assisting the school Librarian/Information Technology Specialist; assisting students and school staff in the library; processing and maintaining library books and materials; inputting data into library computer system.

ESSENTIAL JOB FUNCTIONS:

Assists ITS with library activities (maintain collection and automated records, research, classes, class projects, etc.) to promote the library as an essential resource for students and staff.

Assists students and staff with research using sources within the library and those outside, including electronic networks.

Trains students in proper use of library computers, printers and Internet; monitors student access to the Internet; maintains Internet use forms.

Organizes the library to provide an atmosphere that is conducive to student learning and achievement.

Responds to inquiries from students, parents and staff to provide assistance and information.

Prepares library materials for classes.

Prepares and maintains records and documents that are essential for the high functioning library.

Supports the ITS in computer-assisted instruction.

Directs the student teaching assistants to ensure completion of assignments.

Assists with the technology needs of the building.

Other duties as assigned

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent, required.
- Previous experience in an instructional library environment, preferred.
- Knowledge of and experience with computers.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Skills to

- operate and troubleshoot standard office, video and computer equipment
- maintain automated library system
- use proper grammar, spelling and English in both oral and written communications
- maintain detailed and accurate records

Knowledge of

- word processing
- the Internet
- database software
- library control systems

Ability to

- work independently
- work in an atmosphere where interruptions occur frequently and priorities are often modified
- establish cooperative working relationships with district staff and students to enhance the completion of assigned tasks
- communicate effectively with staff, students, and parents
- organize, set priorities, attend to detail and follow through on a variety of assigned tasks
- understand and carry-out oral and written instructions

SPECIALIZED PERFORMANCE RESPONSIBILITIES:

- Must be comfortable with technology and learning new computer skills and willing to upgrade skills as requested & required
- Must be able to work positively and diplomatically with potentially difficult people in demanding situations, maintaining a positive demeanor while working toward resolution
- Must demonstrate a sincere interest in working with middle-school aged students and representing the District in a positive and professional manner, both in person and by phone
- Must be able to sit and stand for prolonged periods

REPORTING RELATIONSHIP: Reports to Librarian/Information Technology Specialist and to the Building Principal

*April 2000
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