

Litchfield School District - SAU 27

POSITION TITLE: LIBRARY/MEDIA MONITOR	
Job Description Approved By: <i>Litchfield School Board</i>	Date: <i>6/24/09</i>
General Purpose:	To assist the professional library staff, faculty, and staff with circulation, audiovisual and computer services, student supervision, and the processing of books and materials; and to provide a well-organized, smoothly functioning library environment in which teachers and students can take full advantage of available resources.
Reports to:	Library Media Specialist; Principal
Supervises:	N/A

POSITION DUTIES AND RESPONSIBILITIES:

Except as specifically noted, the following functions are considered essential to this position:

- Provides clerical support and assists in generating reports and correspondence.
- Orders, receives, and processes media materials approved for purchase or rental.
- Maintains necessary statistics.
- Operates the circulation desk and keeps complete circulation files and records, including overdues.
- Basic repairing of damaged materials.
- Monitors attendance in the library.
- Prepares materials and equipment for reserve.
- Prepares periodicals for shelving and maintains collection.
- Assists in inventory of media materials and the preparation of lists of missing materials and materials to be discarded.
- Shelves materials.
- Oversees the general neatness and appearance of the library media center.
- Assists students in the use of the library media center and its materials.
- Assists with student supervision and management.
- Assists in promotion of the library program and resources.
- Provides input and information to library media specialist for program and collection development.
- Assists in preparing and maintaining displays, which reinforce important parts of the curriculum.
- Process rentals and mailings.
- Operates equipment on request, either in the library media center or elsewhere in the school.
- Assists with training and supervision of student assistants, volunteers, and/or substitutes.
- Performs other tasks and assumes other responsibilities as assigned by building administration.

Evaluation: Evaluation will be based on ability and effectiveness in carrying out the responsibilities of the position as defined. Performance will be reviewed annually by Building Principal in cooperation with the Superintendent and in accordance with School Board policy.

TERMS OF EMPLOYMENT: School Year, 180 days, 25 hours per week

MINIMUM QUALIFICATIONS:

Education and Experience:

High School Diploma or equivalent preferred. Some experience in library work preferred, familiarity with computer operations and applications.

Necessary Knowledge, Skills and Abilities:

- Clerical skills (including keyboarding/typing)
- Technical skills (Internet research, equipment setup, Microsoft Office)
- Willingness to work with students
- Detail-oriented
- Good communication skills
- Display initiative

LICENSURE AND CERTIFICATION REQUIREMENTS: N/A

PHYSICAL ACTIVITY REQUIREMENTS:

Primary Physical Requirements:

(Not, Rarely, Occasionally, or Frequently Required)

1. Lift up to 10 lbs:	Frequently required
2. Lift 11 to 25 lbs:	Occasionally required
3. Lift 25 to 50 lbs:	Rarely required
4. Lift over 50 lbs:	Not required
5. Carry up to 10 lbs:	Frequently required
6. Carry 11 to 25 lbs:	Occasionally required
7. Carry 26 to 50 lbs:	Rarely required
8. Carry over 50 lbs:	Not required
9. Reach above shoulder height:	Frequently required
10. Reach at shoulder height:	Frequently required
11. Reach below shoulder height:	Frequently required
12. Push/Pull:	Occasionally required

Hand Manipulation:

(Not, Rarely, Occasionally, or Frequently Required)

1. Grasping:	Frequently required
2. Handling:	Frequently required
3. Torquing:	Not required
4. Fine Manipulation:	Frequently required
5. Controls and Equipment:	General office and library equipment, computer, telephone, typewriter, copier

Other Physical Consideration:

(Not, Rarely, Occasionally, or Frequently Required)

1. Twisting:	Frequently required
2. Bending:	Frequently required
3. Crawling:	Rarely required
4. Squatting:	Occasionally required
5. Kneeling:	Occasionally required
6. Crouching:	Occasionally required
7. Climbing:	Rarely required
8. Balancing:	Rarely required

Work Surface(s):

Cafeteria: Tile floors, carpeted hallway.

Playground: Asphalt, concrete, grass, mulched, and sandy surfaces

During the Work Day, Employee is Required to:

	<u>Consecutive Hours</u>								<u>Total Hours</u>							
Sit	<u>1</u>	2	3	4	5	6	7	8	1	2	3	4	<u>5</u>	6	7	8
Stand	<u>1</u>	2	3	4	5	6	7	8	1	<u>2</u>	3	4	5	6	7	8
Walk	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8

Work Performed: **Inside: 99%**
 Outside: Up to 1%

Cognitive and Sensory Requirement(s):

1. Talking:	Necessary for communicating with others.
2. Hearing:	Necessary for receiving instructions and inquiries, communication.
3. Sight:	Necessary for doing job effectively and correctly.
4. Tasting and Smelling:	Not required

Other Training, Skills and Experience Requirements:

Ability to work with staff, students, parents, and the community.

Summary of Occupational Exposures:

Classroom & library environment. Occasional physical contact with children including physical contact needed for restraint of children. Possible exposure to bodily fluids.

Other Considerations and Requirements:

This can be a fairly sedentary position. Employee is rarely required to do some lifting. Employee is typically required to stand, sit, and walk throughout the assignment.

Applicants will be subjected to a criminal background check required by state law.