*The Vernon Public Schools, in partnership with family and community, is committed to provide a quality education, with high expectations, in a safe environment where all students become independent learners and productive contributors to society.*

**JOB DESCRIPTION**

 **Position:** Library/Media Assistant

**Reports to:** Building Principal

**Employment Status:** Regular/Full-time

**FLSA Status:** Non-Exempt

**Description:** Assist the Library/Media Manager with the day-to-day operation of the Library

**NOTE:** The below lists are not ranked in order of importance

**Essential Functions:**

* Ensure safety of students
* Assist in the implementation of the Vernon Board of Education and administrative policies, rules, regulations and directives
* Assist in the promotion the role of the library, and the range of resources students can access through the library, to support inquiry and develop information literacy across all year levels and all curriculum levels
* Assist students in the use of library materials to include electronic on-line catalogs and special reference materials
* Keep an inventory of media center materials
* Operate media center equipment
* Assist Library/Media Manager manage the library and individual student behavior to maintain an advantageous learning environment
* Assist Library/Media Manager in the oversight of the general operation of the media center
* Process out/in books, magazines, and audio-visual materials
* Reshelf all returned library materials
* Maintain the strictest confidence concerning personnel, students and operational concerns of the district
* Promote good public relations by personal appearance, attitude and conversation
* Report all cases of suspected child abuse to appropriate school personnel and proper government authority

**Other Duties and Responsibilities:**

* Serve as a role model for students and staff
* Interact in a positive manner with staff and students
* Respond to routine questions and requests in an appropriate and timely manner
* Maintain a level of approachability by administration and staff
* Perform other related duties as assigned by Library/Media Manager and/or Principal

**Qualifications/Certificates:**

* High School Diploma
* Such alternatives to the above qualifications as he Superintendent and/or Vernon Board of Education may find appropriate

**Required Knowledge, Skills, and Abilities:**

* Ability to communicate ideas and directives clearly and effectively, both orally and in writing
* Effective, active listening skills
* Ability to work effectively with others
* Organizational and problem solving skills

**Additional Working Conditions:**

* Interaction among children
* Repetitive hand motion, e.g., computer keyboard, typing, calculator, writing
* Regular requirement to sit, stand, walk, read, hear, see, speak, reach, stretch with hands and arms, crouch, kneel, climb and stoop
* Frequent interruption of duties by staff, students, visitors and/or telephone
* Occasional requirement to lift, carry, push and/or pulling various supplies and/or equipment up to a maximum of 20 pounds

**Equipment Operated:**

Computer/Laptop Printer Interactive White Board Scanner

**Required Testing Continuing Educ./Training Clearances**

None Professional Learning Fingerprint/Background

**Evaluation**:

Performance will be evaluated annually in accordance with the provisions set by the Vernon Board of Education

My signature below represents that I have reviewed the contents of my job description and that I understand the requirements of my position.

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Signature Date