



## Lone Jack C6 School District Library Media Assistant

**Reports to:** Building Principal  
**Type of Position:** Non-Contracted

**Department:** Faculty  
**Classification:** Exempt  
**Length of Contract:** 156 days

### **Qualifications**

Education: Minimum of 60 college credit hours

Must be able to get along well with others.

Must be able to bend and stretch to reach high and low places.

Must be able to lift thirty pounds.

### **Summary**

The Library Media Assistant has various duties and responsibilities. These duties are essential to help the building media centers provide quality resources and programming for students and teachers.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### **Reports To:**

- Library Media Specialist
- Building Administrators

### **Essential Duties and Responsibilities of a Library Media Assistant**

- Responsible for sorting, covering, and shelving books according to their categorization.
- Assist with checking in and out of books and material.
- Answer questions the students or teachers may have.
- Help plan and participate in special events in the library.
- Follow written and oral directions provided by the Librarian and/or administration.
- Use computers and learn how to navigate computer software programs.
- Work independently and as part of a team.
- Be flexible and open to change.
- Process new books into Follett program.
- Inspect all returned items for damage/missing labels.
- Display books/decorate library for holidays or events.
- Clean shelves and front of books.

- Delete books out of the system as needed.
- Cover Librarian's position when absent.
- Help students and teachers find library materials.
- Help students with keyboarding and logging on and off computers.
- Redirect and reinforce positive behavior in the library.
- Answer phone calls and take messages.
- Work the Book Fair (count money, make change, setup the cash register and be able to run it).
- Pay attention to detail and have effective communication skills.

\*Extra duties as assigned by Librarian or administration (i.e., classroom coverage, lunch duty, car-rider duty, etc.)

### **Evaluation of Performance and Employment**

The evaluation of performance will be conducted by the LMS & building principals based on locally developed standards, which align to the Missouri Educator Evaluation System. These locally developed standards are consistent with the items listed in the Essential Duties and Responsibilities section of this document. The Library Media Assistant will be considered for employment at the regular April meeting of the Board of Education, as per the recommendation of the principals.

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*Please report any incidents of bullying or harassment to your building*

*Title IX Coordinators & Compliance Officers.*

*Lone Jack Elementary*

*Jesi Cygan, Principal*

*600 N Bynum*

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*816-697-3539*

*Lone Jack Middle & High School*

*Todd Brendel, MS Principal*

*313 S Bynum*

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*819-697-3539*

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