



LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

HR DEPARTMENT

Position Title:	Media Assistant	Location:	School Site
Reports To:	Principal	Supervises:	None
Classification:	Support	Status:	Full-time
FLSA Status:	Non-Exempt	Benefit Eligible:	Yes
Work Year:	207 days / 10 months	Salary:	See lhusd.org website

Education and Experience Requirements

- High school diploma or equivalent AND
- Two year degree OR sixty credit hours OR pass a state required test
- Five years of experience in school library operations preferred

Certificates and Licensure Requirements

IVP fingerprint clearance card through AZ Department of Public Safety

Summary

The Media Assistant shall assist in all library management tasks as assigned by the building administrator

Responsibilities and Requirements

CURRICULUM AND INSTRUCTION

- Assist in ordering books and audio visual materials to support and enhance the curriculum
- Assist in teaching library skills contained in the media manual and reference materials to classes and individual students
- Assist in teaching effective reading habits for information and pleasure
- Assist in reviewing new books lists and making selections that will meet evaluation criteria of the district media manual
- Keep abreast of new ideas that can be incorporated into Media Center functions

ASSISTS STAFF AND STUDENTS

- Help keep teachers informed of media services and new materials available
- Assist teachers in selecting materials
- Help students select books and reference materials appropriate to interests and assignments
- Help teach staff and students the necessary skills for resource sharing with local libraries
- Encourage the use of ILL through the state for obscure and hard-to-find information
- Train, monitor and assist student in the use of technology; ie: IPADS, Kindle, laptops, etc.
- Troubleshoot technology issues; ie: IPADS, Kindle, laptops, etc.

LIBRARY OPERATIONS

- Help order and inventory all books, records, magazines, supplementary materials, and audiovisual equipment housed in the Media Center
- Process all new books and materials received
- Maintain and update, as needed, the audio visual software list on the computer
- Learn and operate all other library management programs on the computer
- Know how to operate and be responsible for the general care of audiovisual equipment assigned to the facility
- Responsible for the weekly distribution and collection of films and other materials
- Be responsible for assisting in the enforcement of building approved discipline plan
- Be responsible for reporting malfunction of any equipment assigned to the Media Center

OTHER

- Responsible for performing other job-related duties as assigned by the Building Principal

Physical Demands and Work Environment

- Physical Effort
- Repetitive motion and eye strain through extensive utilization of computer hardware and software
- May require lifting materials and supplies weighing up to 25 pounds



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Other Information

- Must be able to pass a fingerprint clearance and background check

EEOC

Lake Havasu Unified School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetic information, veteran status, or any other characteristic protected by federal, state or local laws.

This job description is intended to accurately reflect the position activities and requirements. Administrators and supervisors reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.