

**SURRY COUNTY PUBLIC SCHOOLS
TEACHER ASSISTANT (MEDIA)
JOB DESCRIPTION**

Job Title:	Teacher Assistant
Salary Index:	.45
Reports To:	Librarian
FLSA Status:	Non-Exempt

SUMMARY

Assists students and teachers in use of library services and helps librarians acquire and catalog materials by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Performs routine descriptive cataloging and coding of library materials in all formats.
- Inputs and updates data in online databases, and maintains cards in card catalog.
- Provides general information about library services and facilities.
- Helps students in the use of access catalog, library computer systems, and multimedia equipment.
- Answers routine inquiries using standard bibliographic materials and/or computer data systems, and refers those requiring professional assistance to librarian.
- Assists with collection development by recommending titles to librarian.
- Searches standard print and online sources to verify bibliographic information on order requests.
- Maintains databases and prepares information and statistical data for reports and special studies.
- Prepares exhibits of library materials.
- Produces handouts and instructional materials.
- Prepares, and develops various teaching aids such as charts, graphs, classroom displays, and bulletin boards.
- Assists students, individually or in groups, with lesson assignments to present or reinforce learning concepts.
- Uses copy machines, laminating machines, computers, typewriters, A-V equipment, etc.
- Assists with library clean-up routines.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

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, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read a limited number of two- and three-syllable words and to recognize similarities and differences between words and between series of numbers. Ability to print and speak simple sentences.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving, several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS AND SPECIAL SKILLS Must have a working knowledge of all A-V equipment, duplicating equipment, and know how to use a computer.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; stoop, kneel, crouch, or crawl; and talk or hear. The employee frequently is required to walk and reach with hands and arms. The employee is occasionally required to climb or balance. The employee must regularly lift and/or move up to 10 pounds and frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee

encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to risk of electrical shock. The employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually quiet.

