



Annandale Public School District 876

JOB DESCRIPTION

Position Title:

Media Center Paraprofessional

Department:

Paraprofessionals

Immediate Supervisor

Building Principal

Grade Placement:

10

FLSA Status:

Non-Exempt

Job Summary:

Under the direction of the Building Principal and guidance of the Director of Curriculum/Media, the Media Paraprofessional supports curriculum by assisting in the operation of the media center. The Media Center Paraprofessional assists students and staff with technology and media needs, supervises various student activities including recess and standardized testing, and catalogs, processes and maintains materials.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assists students in the Media Center with technology and resources.
 - Provides supervision for students in the media center.
 - Assists students with book selection, checkout, materials and equipment
2. Provides support services for staff.
 - Compiles resources for classrooms and class assignments.
 - Assists staff with classroom technology.
 - Troubleshoots and makes repairs to media center technology.
 - Provides support services for the use of technology.
 - Maintains a clean and orderly media center that facilitates student learning.
 - Assists the Director of Curriculum/Media and Technology Coordinator with duties as assigned.
3. Purchases supplies and equipment for the media center and staff workroom as needed.
4. Updates circulation activities; inventorying, maintaining and updating the media center database, repairing books and eliminating outdated material.
5. Assists the Director of Curriculum/Media with standardized testing by scheduling small group/individual testing and proctoring as needed.
6. Performs other related duties as assigned.

EDUCATION AND KNOWLEDGE REQUIREMENTS

Education Training and Experience Requirements:

- High School Diploma or equivalent

License/Certification Requirements:

- None

Knowledge required to perform the essential functions of the job:

- Knowledge of specialized computer programming for Media Center.
- General working knowledge of technology/technology products.
- Knowledge of media resources.
- General knowledge of children's literature and reading interests of elementary, middle school, and high school children.
- Knowledge of the fundamentals of child development and behavior, especially emotional, social, physical and cognitive development.
- Knowledge of library organization.

WORK SKILLS AND CHARACTERISTICS

Skills required to perform the essential functions of the job:

- Ability to interact and communicate effectively and appropriately with students and staff.
- Skilled in establishing and maintaining effective working relationships with employees, supervisors, and building staff.
- Ability to effectively use technology.
- Ability to use media center equipment (scanner, copier, SMART board, laminator, etc.)
- Cataloging and circulation techniques.
- Ability to multitask.
- Ability to supervise large groups of students.
- Skilled in updating bulletin boards and book displays.

PHYSICAL REQUIREMENTS

Physical requirements associated with the position can be best summarized as follows:

Light Work. Exerting up to 10 pounds of force frequently or constantly to lift, carry, push, pull or otherwise move objects.