MEDIA ASSISTANT
JOB DESCRIPTION

DIVISION: Leadership and Planning	**GRADE:** White Collar – Level III
DEPARTMENT: Local School	**WORK DAYS:** 190
REPORTS TO: Principal or designee	**FLSA STATUS:** Non Exempt
ESSENTIAL PERSONNEL: No	

POSITION SUMMARY

To assist the media specialist in meeting the library/media needs of students and teachers

MINIMUM REQUIREMENTS

- High school diploma or equivalent and meet one of the following requirements:
  - Completed at least two years of study at an institution of higher education
  - Obtained an associate's or higher degree
  - Met a rigorous standard of quality and demonstrated through a formal state/district approved academic assessment knowledge of and the ability to assist in instruction in reading, writing, and mathematics or knowledge of and the ability to assist in instruction in reading readiness, writing readiness, and mathematics readiness as appropriate

CERTIFICATION: N/A

WORK EXPERIENCE:

- Successful experience in the fields of books, libraries, computers and/or audio-visual equipment preferred
- Ability to communicate in English verbally and in writing

PREFERRED QUALIFICATIONS

- Excellent word processing and database skills
- Ability to perform the technical services required to support the library/media program
- Ability to be flexible and shift priorities
- Ability to operate automated, electronic, audio-visual and technology based hardware, software and equipment
- Knowledge of basic media procedures
- Ability to set-up, catalog and maintain a wide variety of print materials
- Ability to work effectively with students, teachers and parents
- Knowledge of student management techniques

SUPERVISES

N/A

ESSENTIAL DUTIES

- Supervise circulation desk and procedures by checking books in and out of system
- Perform clerical responsibilities required to support the library/media program
- Shelve books in Media Center for easy access by students
- Process and enter new titles and other multi-media items into system
- Assist students in locating titles or research
- Prepare the computer lab for student use
- Perform other duties as assigned

Professionalism:

- Demonstrates prompt and regular attendance
- Maintains confidentiality in all district matters
- Models ethical behavior and displays leadership qualities
- Effectively communicates a team attitude

Working Conditions: Normal office and school environment and/or classroom environment.
Physical Demands: Routine physical activity associated with normal office and school environment; must be able to sit for extended periods of time; ability to work on computer monitor for extended periods of time.
Medium Work: Involves exerting up to 20 to 50 pounds of force occasionally or up 10 to 15 pounds of force frequently.
Vision: (Which may be corrected) to read small print; view a computer screen for prolonged periods.
Hearing: (Which may be corrected) to answer telephones and tolerate exposure to noisy conditions.
Speech: To be understood in face-to-face communications; to speak with a level of proficiency and volume to be understood over a telephone.
Upper Body Mobility: Use hands and fingers to feel, grasp, and manipulate small objects; manipulate fingers, twist and bend at wrist and elbow; extend arms to reach outward and upward; use hands and arms to lift objects; turn, raise, and lower head.
Environmental Conditions: Encounter constant work interruptions; work cooperatively with others; work independently; work indoors.
Minimum Mental Requirements: Ability to read, write, understand, interpret and apply information at a moderately complex level essential for successful job performance; judgment and the ability to process information quickly; learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile and coordinate information and records.

Persons new, rehired or transferred to the job classification **may** be subject to a physical demand testing requirement to confirm they are capable of the required physical demands of this position.

Martin County School District does not discriminate on the basis of race, color, national origin, gender, age, disability or marital status in its educational programs, services or activities, or in its hiring or employment practices. The district also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boys Scout of America Equal Access Act.

This job description is intended to accurately reflect the position activities and requirements. However, management and administration 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.