

SCHOOL BOARD OF ALACHUA COUNTY, FLORIDA

AIDE -- MEDIA

JOB DESCRIPTION

JOB CODE: 620940, 620941 **BARGAINING UNIT ELIGIBILITY:** Yes
FLSA: Non-Exempt **PAY GRADE:** 23
SALARY SCHEDULE: Education Support Professionals

QUALIFICATIONS:

- (1) High School Diploma or GED.
- (2) If assigned to assist with instruction, completion of a minimum of 60 college credit hours from an approved accredited educational institution; or Pass an accepted Para Pro Assessment.
- (3) Two (2) years successful training and/or experience in library/media services, computer applications, or clerical work, preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to work effectively with audiovisual and computer materials and equipment. Knowledge of basic media procedures. Ability to set up, maintain and process a wide variety of materials. Knowledge of office procedures and the operation of office machines and equipment. Ability to work cooperatively with students and teachers. Ability to assist with creative instruction. Knowledge of developmental stages in students. Ability to communicate effectively orally and in writing. Ability to organize and prioritize. Ability to follow verbal and written instructions. Ability to perform routine duties guided by standard practice. Ability to establish and maintain effective working relationships with students, parents, staff, and administrators.

REPORTS TO:

Principal/Designee

JOB GOAL

To perform clerical duties and other effective assistance in support of the media program and school curriculum.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Provide clerical services for media center, including typing and order processing.
- * (2) Assist students and teachers in accessing media resources.
- * (3) Assist with the development of independent research skills in students.
- * (4) Assist with schedule and operation of audiovisual equipment and computers.
- * (5) Process new resources for circulation.
- * (6) Assist the media specialist in maintaining student discipline.
- * (7) Assist in preparation of displays, bulletin boards and exhibits.
- * (8) Assist in arranging facility and resources to interest media patrons.
- * (9) Assist with supervision of media students and school volunteers.
- * (10) Assist with the instructional television program.

AIDE -- MEDIA (Continued)

- *(11) Laminate materials for teachers.
- *(12) Operate circulation desk and maintain computer-based circulation records.
- *(13) Assist with inventory of materials and equipment.
- *(14) Repair damaged books.
- *(15) Prepare overdue notices.
- *(16) Assist the teacher in delivery of instruction, as assigned.
- *(17) Serve on school/district committees as required or appropriate.
- *(18) Adhere to applicable safety standards.
- *(19) Attend all staff meetings and workshops.
- *(20) Assist with maintaining a clean and orderly environment.
- *(21) Be knowledgeable of and adhere to Board policies and departmental procedures.
- *(22) Communicate effectively with the public, staff members, students, parents, administrators and other contact persons using tact and good judgment.
- *(23) Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.
- *(24) Demonstrate initiative in the performance of assigned responsibilities.
- *(25) Demonstrate support for the school district and its goals and priorities.
- *(26) Exhibit interpersonal skills to work as an effective team member.
- *(27) Follow attendance, punctuality and proper dress rules.
- *(28) Maintain confidentiality regarding school/workplace matters.
- *(29) Maintain expertise in assigned area.
- *(30) Manage time efficiently.
- *(31) Model and maintain high ethical standards.
- *(32) Participate in cross-training activities as required.
- *(33) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- *(34) Prepare all required reports and maintain updated and accurate records.
- *(35) Represent the District in a positive and professional manner.
- *(36) Respond to inquiries and concerns in a timely manner.
- (37) Perform other duties as assigned.
- *(38) May be required to work beyond the 40-hour week.

**Essential Performance Responsibilities*

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Addendum No. 03

Adopted 8/2/11