

SCHOOL DISTRICT OF GADSDEN COUNTY

JOB DESCRIPTION

MEDIA ASSISTANT

QUALIFICATIONS:

- (1) High School Diploma with 2.0 grade point average, or equivalent.
- (2) Basic clerical skills and ability to follow detailed instructions.
- (3) Computer literate.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to work effectively with audio-visual materials and equipment. Ability to work cooperatively with others. Good oral and written communication skills. Ability to assist with creative instruction and environmental enhancement. Knowledge of developmental stages in students. Flexibility. Tolerance for stress. Ability to prioritize. Organizational skills.

REPORTS TO:

Media Specialist / Principal

<p>JOB GOAL</p> <p>To effectively perform clerical duties assigned in support of the media program and the school curriculum.</p>
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SUPERVISES:

N/A

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 District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

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

Job Description Supplement No. 11

MEDIA ASSISTANT (Continued)**PERFORMANCE RESPONSIBILITIES:****Service Delivery**

- * (1) Provide secretarial services for media center including typing and processing orders.
- * (2) Assist students and teachers in locating and using media resources.
- * (3) Assist development of independent research skill in students.
- * (4) Assist with schedule and operation of audio-visual equipment, TV / VCRs 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.
- * (11) Laminate materials for teachers.

Employee Qualities / Responsibilities

- * (12) Present a positive attitude with students, parents, and staff.
- * (13) Maintain good attendance and punctuality.
- * (14) Demonstrate cooperation / teamwork.
- * (15) Maintain confidentiality.

System Support

- * (16) Maintain Sunlink, search station and Internet computers.
- * (17) Operate circulation desk and maintain circulation records with required computer skill.
- * (18) Maintain knowledge of Media Center procedures.
- * (19) Assist in maintaining materials and equipment in working order.
- * (20) Assist with inventory of materials and equipment.
- * (21) Repair damaged books.
- * (22) Prepare overdue notices.
- * (23) Maintain Accelerated Reader and produce reports.
- * (24) Shelf books.
- * (25) Maintain files.
- (26) Perform other duties as assigned.

*Essential Performance Responsibilities