

SCHOOL DISTRICT OF GADSDEN COUNTY
SERVICE DEFINITIONS AND DATA COLLECTION FORM
MEDIA ASSISTANT

1. 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.

2. 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.

3. 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. Shelve books.
- _____ 25. Maintain files.
- _____ 26. Perform other duties as assigned.

4. WORKSITE SERVICE STANDARDS

INDICATORS

- _____ 27. Student growth and achievement, the work ethic, fostering and developing professional image, collaboration and affirmative networking, systemic and systematic preparation for function delivery, interpersonal interaction, teammanship and communication skills, translating organizational purpose into observable behavior and others.
- _____ 28. _____
- _____ 29. _____

MEDIA ASSISTANT (Continued)

_____ 30. _____
_____ 31. _____

5. ASSESSMENT AND OTHER SERVICES

_____ 32. The use of the adopted performance appraisal systems for instructional and other employees.
_____ 33. The accurate and timely filing of all school reports.
_____ 34. The completion of required professional development services.
_____ 35. _____
_____ 36. _____

DATA COLLECTION CODES

O -- Observed
C -- Collected Data

I – Clearly Indicated
NE – Not Evident

INTERACTION DATES

Formal Observations

_____ (Date)
_____ (Date)
_____ (Date)

Informal Observations

_____ (Date)
_____ (Date)
_____ (Date)

_____ (Signature of Evaluator / Date)