

Jordan School District
CLASSIFIED JOB DESCRIPTION

Job Title: Media Assistant I (O22) - II (O20) - III (O23)	Job Family: 4
Department: Schools	Lane Placement: 1, 2, 3
Supervisor's Title: Principal	Contract: Non-contract
FLSA Classification: <u>Non-exempt</u>	Hours per day: Part time
Department Approval: _____	Date: _____
ADA Review: <u>Junele Master</u>	Date: <u>6-24-13</u>
Human Resources Approval: <u>Bob Boye</u>	Date: <u>6-13-13</u>
Superintendent Approval: <u>R. Johnson</u>	Date: <u>6-24-13</u>
Original date: <u>12/93</u> Revised: <u>07/13</u> Revised: _____	Revised: _____

GENERAL FUNCTION

Under the supervision of school principal, the **Media Assistant** performs a variety of services in the school Library Media Center (LMC). Incumbent enters student data into computer, assists students and teachers using the automated catalog and in locating library materials. Assists in circulating library equipment, keeps library clean and orderly and assists in producing visual materials. May present media curriculum to students, read to students or teach students to access library materials.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

ESSENTIAL FUNCTIONS

- Assists in organizing materials, equipment and services in the LMC (e.g. processing new materials, scheduling audio-visual equipment, cataloging LMC materials and sorting of LMC materials).
- Assists students and teachers in locating LMC materials and in the use of automated catalog and computer search stations.
- Enter and track student data and materials checked out. Assist in preparation of overdue notices and collection of fines. Assist in the circulation of LMC materials and equipment.
- Check out and shelve books, periodicals, and audio-visual materials. Check for damaged and missing items when returned. Repair books and other materials. Track overdue materials. Check shelves periodically to assure items have been properly placed. Inventory materials and distribute new shipments.
- May perform one or more of the following specific office duties as assigned (e.g. present prepared media curriculum to students, read out loud to students, create reading contests, activity pages, bookmarks and off-track ready calendars, monitor and train student aides, monitor and schedule computer lab and library space, supervise study hall, track and check out materials to teachers, inventory books and equipment, perform copy and laminating functions for teachers, train and supervise student assistants, decorate bulletin boards and displays, submit work orders for equipment repairs, etc).
- Assist in producing visual materials (posters, transparencies, laminations) for staff and other school needs. Make copies of printed materials, video and audio tapes. Monitor copyright restrictions. Help students copy LMC materials.
- Maintain the LMC in a clean and orderly fashion.
- Perform basic clerical functions (e.g. typing, computer data entry, record keeping, reports, forms, proofreading or packaging).
- Maintain effective and positive communication with students, patrons, volunteers, visitors and district employees.
- Maintain confidentiality of student or district information by following district policies regarding confidential information.
- This position requires punctual and regular daily attendance.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- Serve as backup in the office for office staff as needed.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal background check.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Minimum Job Qualifications:

- Requires High School diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be required.
- A **Media Assistant I** requires six (6) months training in office skills or in a classroom environment.
- A **Media Assistant II** must be "Highly Qualified" which includes:
 - Complete a minimum of an associate's degree, or
 - Complete two years (48 semester hours) of study at an accredited institution, or
 - Meet a rigorous standard and demonstrate the knowledge of and the ability to assist in instructing reading, writing and mathematics through an assessment administered by the district. (Parapro Assessment)
- A **Media Assistant III** must be a current or former licensed Utah Teacher.
- Requires minimum of six months office experience or training that includes typing, word processing, computer input and retrieval, bookkeeping, etc.
- Requires strong computer technology skills, including Microsoft Office products. District computer system experience preferred.
- Requires effective problem solving, organizational, multi-tasking, and time management skills.
- Requires references demonstrating personal integrity and dependability.
- Must demonstrate competence in reading, writing and basic math.
- Requires attention to detail and accuracy of work.
- Requires excellent communication and interpersonal skills.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

Machines, Tools & Equipment Used:

- Standard office equipment, computers, standard machines used in teacher work room.

Physical Requirements – Not limited to the following:

- While performing the duties of this job, the assistant is regularly required to speak and/or hear. The assistant is frequently required to sit; occasionally required to stand; walk; reach with hands and arms and stoop, kneel, or crouch. The assistant is occasionally required to use hands to handle or feel.
- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

NOTE: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.