BERKELEY COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

Title: Media Assistant (Paraprofessional) (E)

FLSA: Non-exempt

GENERAL SUMMARY

Under general supervision assists in ensuring that the district **Vision, Mission and Goals** are achieved and assists the Media Specialist with non-professional library tasks required to manage the library and its collections, circulate materials, and provide reference, research and technical assistance for students and teachers. Media Assistant reports to the Media Specialist.

ESSENTIAL FUNCTIONS

Maintains and updates computerized inventory of library holdings and patron information; maintains card catalogs and other collection records as directed;

Schedules and video-records instructional programs as requested by teachers; assists in evaluating quality and effectiveness of programs for classroom use; schedules and sets up audio-visual equipment in classrooms as needed for viewing;

Assists in selecting, procuring and processing commercial videos for classroom use;

Prepares recorded video tapes, books, periodicals and other materials for circulation;

Assists students and teachers in selecting appropriate reading materials and information sources and in locating needed information for research / classroom projects;

Assists students (individually and in small or large groups) in the use of reference materials and in the development of research skills; assists students in using electronic resources and applications software;

Assists in administering small group MAP and other standardized testing;

Prepares and distributes overdue notices; receives and receipts payments for overdue, lost or damaged materials; prepares related financial reports;

Performs general library duties, including receiving and processing new materials, cataloging, checking materials in and out, shelving materials and straightening shelves, weeding materials, mending books, preparing book displays, etc.;

Prepares and issues student library cards;

Assist Media Specialist in managing students and classes while in the media center;

May coordinate morning televised announcements, including scheduling studio schedule, setting up equipment and stage area, coordinating student news anchors and guests, and taping the live broadcasts;

Videotapes school events and productions;

Assists in instructing and supervising the work of student assistants and volunteers;

Assists in maintaining media center equipment and software; maintains and programs classroom televisions;

Assists in procuring library materials;

Assists in conducting annual physical inventory of library materials;

Assists in coordinating special programs, services and events as required, including school book fairs and author visits;

Performs duties of Media Specialist as necessary in his/her absence; and

Performs other related duties as required.

JOB SPECIFICATIONS

Education and Experience:

Job requires an Associate degree or higher from an accredited college or a minimum of 60 credit hours from an accredited college. In lieu of college hours, high school graduate or GED with minimum test score of 456 on the ETS Paraprofessional Assessment Test.

Knowledge:

Job requires knowledge of grammar, spelling, and punctuation; working knowledge of departmental policies, procedures, and operations; general knowledge of modern office equipment such as copiers and computers; and knowledge of child growth and development.

Skills/Effort:

Job requires good rapport with children; good written and verbal communication, organization, basic mathematical, and telephone skills; ability to interact with co-workers, students and school staff in a courteous and professional manner; ability to follow directions of Media Specialist; and demonstrates initiative and follow-through of assignments during unsupervised times during the day.

Working Conditions:

Working condition is in a classroom environment and in any other school or community settings as needed. Physical demands include lifting/moving/ up to 35 lbs. and daily care of students as needed. Job requires working directly with students with hands-on contact the majority of the time. The direct supervision of students to ensure their safety at all times is a top priority. Berkeley County School District is a smoke free district.

Responsibility:

No budgetary or supervisory responsibility.

DISCLAIMER STATEMENT

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

SIGNATURES / APPROVAL:

_____ Date: _____

_____ Date: _____