

**ISD # 191 Job Description
(EAMEDIA)
JOB TITLE: Media Educational Assistant – Level IV**

Exempt (Y/N): No
DEPARTMENT: Instruction
SUPERVISOR: Principal

DATE: June 2, 2004
OCC NUMBER:

SUMMARY: Ability to supervise & maintain the operations in the media center while creating a warm inviting atmosphere where learning is encouraged and literature valued. There is a need for both rules and structure and warmth and caring.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Operation of both PCs and Mac computer.
- Basic keyboarding.
- Operation of the circulation, public catalog, reports, patron maintenance, inventory and cataloging components of the Follett software system.
- Ability to read and follow steps in Follet software manual.
- Understanding of copyright guidelines for different forms of media.
- Understanding of the Dewey Decimal system and other library shelving protocols.
- Understanding of Accelerated Reader, Star or other library software owned by the school.
- Ability to locate, check out and deliver materials requested by teachers.
- Physical ability to shelve books for long periods of the day and move/lift up to 25 lbs on a regular basis.
- Interest and/or awareness of children's literature.
- Operation of a laminating machine, including threading it with laminating film.
- Operate the video distribution system to play videos throughout the building following copyright guidelines. Trouble-shoot problems in the video distribution rack and in the monitors in each classroom.
- Determining reasons for AV equipment malfunctions and sending them to District Media Services with proper paperwork.
- Ability to do minor AV trouble-shooting, assembly and repair such as replace overhead lamps, connect VCR's and DVD players to various monitors, set up speaker systems for school assembly programs and copy video/audio tapes.
- Operate 35 MM, VHS, digital video and digital still cameras.
- Ability to process and repair books.
- Operate die-cut and spiral book binding machines and train parent volunteers in their operation.

- Videotape school programs, copy tapes and send to the Cable TV Company in the school's attendance area following the criteria of ISD #191 and the Cable TV Company.
- Ability to order office supplies such as staples, book repair tape, label protectors, Mylar book covers.
- Ability to communicate with teachers in the form of e-mail, memos, staff notes or voice mail.
- Ability to communicate with parents.
- Ability to supervise students in media center

SUPERVISORY RESPONSIBILITIES: This position may supervise student services aids. Educational Assistants do not have supervisory responsibilities.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: High school diploma or general education degree (GED).

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of educators, parents or students.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

OTHER SKILLS and ABILITIES:

Computer skills.

Ability to organize and prioritize.

Ability to maintain regular attendance.

Interpersonal skills, including ability to work well with others, are polite, helpful, courteous and compassionate.

Ability and willingness to follow District rules and policies.

Ability and willingness to follow directives from supervisors.

Ability to adapt to changing needs of staff and students.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to stoop, kneel, crouch, or crawl.

The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.