



Position: Media Center Aide

Reports to: Principal

General Responsibilities:

To maintain the books and monitor the students in the media center.

Essential Functions

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| Ensure safety of students |
| Monitor students in the Media Center |
| Maintain the book and periodical collection, as well as pamphlet file |
| Order and catalog books |
| Shelve books, periodicals and pamphlet file material |
| Work with teachers and students on research and reference questions |
| Prepare book and motivational displays |
| Perform related duties as assigned |

Other Duties and Responsibilities

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| Respond to routine questions and requests in an appropriate manner |
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| Issue appropriate passes to students |
| Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings |
| Instill in students the belief in and practice of ethical principles and democratic values |
| Perform other duties as assigned by the Principal or Superintendent |

Required Knowledge, Skills, and Abilities

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| Ability to work effectively with others |
| Ability to communicate ideas and directives clearly and effectively both orally and in writing |
| Effective, active listening skills |
| Organizational and problem-solving skills |
| Ability to generate correspondence independently |
| Computer skills |

Minimum Qualifications:

- BCI&I and FBI check
- High School Diploma preferred
- Business Education/Five years minimum office experience

Required Knowledge, Skills, Abilities:

- Ability to type at least 60 words per minute, with special emphasis placed on accuracy
- Ability to use the computer competently for work processing, spreadsheets, and databases.
- Ability to spell correctly and use Standard English.
- Ability to proofread materials accurately.
- Work accurately with mathematical processes.

- Score as required on a locally administered clerical examination.
- Ability to operate a variety of office equipment.
- Knowledge of filing and record keeping system.
- Ability to organize and work independently.
- Have initiative and be punctual in the completion of work assignments.
- Ability to assume responsibility, to be flexible, and to handle change productively.
- Possess good oral communication and work cooperatively with others.
- Ability to work constructively and positively with students.

Environmental Factors

Exposure to blood-borne pathogens and bodily fluids, Class I (High probability of exposure occurrences)

Physical Requirements

Possess the physical ability to lift equipment and materials used in performing the functions of this position.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, the appointing authority.

The qualifications listed above are intended to represent the education, experience, skill, and ability levels typically needed to successfully perform the essential duties contained in this job description. The qualifications should not be viewed as individual, absolute standards, but rather considered holistically in conjunction with other position-related criteria.

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