

DISTRICT 112 – THE SCHOOLS OF EASTERN CARVER COUNTY

Position Description

SECTION I: GENERAL INFORMATION

Position Title: <i>Media Center Paraprofessional</i>	Department / Building: <i>Media / Pioneer Ridge Middle School</i>
Reports to: <i>Media Specialist/Building Principal</i>	FLSA Status: <i>Non-Exempt</i>
Band/Grade/Subgrade: <i>A-1-3</i>	Bargaining/Work Unit: <i>MSEA Para</i>
Position Last Updated:	Next Position Description Update:

SECTION II: JOB SUMMARY

Provide assistance to media specialist and to students using the media center resources.

SECTION III: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility:
Percent of Time:	40	<i>Media support services</i>

Tasks involved in fulfilling above duty/responsibility:

- Check-out media equipment
- Maintain files, records required of library services
- Perform inventory
- Shelf books and magazines
- Manage ILL circulation and overdue notices, daily newspapers
- Assist with processing new materials
- Copying duties
- Set up book displays
- Light housekeeping in the Media Center

Duty/Responsibility No:	2	Statement of duty/responsibility:
Percent of Time:	60	<i>Media student/staff support services</i>

Tasks involved in fulfilling above duty/responsibility:

- Assist students and staff in locating materials.
- Assist in assembling print and electronic materials for staff.
- Supervise students in using media center resources.
- Provide basic user support to students/staff in operation/usage of computer hardware, software, network, internet, intranet, e-mail and other technology resources.

- Provide basic troubleshooting assistance with district technology and student owned devices
- Monitor small groups of students under teacher direction.

Other Duties as Assigned

SECTION IV: KNOWLEDGE, SKILLS AND ABILITIES

- Preferred working knowledge of computer hardware, operating systems and applications, including the district library management system (Destiny). Ability to troubleshoot basic issues related to computers and applications in support of students and staff
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- Ability to work independently and/or under the direction of the media specialist.
- Personal dependability
- Attention to detail
- Prioritization skills
- Problem solving ability
- Basic math skills
- Regular attendance
- Knowledge and ability to use e-mail
- Interpersonal skills
- Ability to manage student behavior in effective and respectful manner
- Ability to meet deadlines
- Ability to learn library classification system
- Knowledge of internet resources
- Evidence of an understanding of the school culture and environment, and a commitment to carrying out the vision, mission and belief statements of District 112.
- Flexibility/adaptability to perform a wide range of tasks.

SECTION V: EDUCATION / CERTIFICATION REQUIREMENTS

SECTION VI: EXPERIENCE REQUIREMENTS

Note: Such alternatives to the above qualifications as the School Board may find appropriate and acceptable.

SECTION VII: COMPETENCIES AND/OR VALUES COMMON TO ALL POSITIONS

- A clear and demonstrated commitment to the District mission, which is to ensure high quality, innovative, challenging education where all learners are valued and respected.
- Performing assigned responsibilities in a manner consistent with the District's established Core Values.
- Advancing the District's mission and values through careful attention to the key issues of Learning, Environment and Resources.

SECTION VIII: PHYSICAL JOB REQUIREMENTS

(Indicate according to essential duties/responsibilities):

The physical job requirements described here are representative of those an employee encounters while performing the primary functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary functions.

Key: N=Never O=Occasionally (1-33%) F=Frequently (34-66%) C=Consistently (67-100%)					
Demands		Demands		Demands	
Physical		Lifting/Carrying		Exposure to Environ. Conditions	
Standing	F	Up to 10 pounds	F	Possible exposure to blood-borne pathogens through blood and/or body fluids	
Walking	F	Up to 25 pounds	F		
Sitting	F	Up to 50 pounds	O		N
Talking in person/on the phone	F	Up to 75 pounds	N	Toxic chemicals	N
Pushing/Pulling	O	Up to 100 pounds	N	Moving parts	O
Hearing	C	More than 100 pounds	N	Electrical shock risk	O
Feeling, grasping, finger dexterity		Noise Levels		Explosives	
Climbing, balancing	O	Quiet (i.e. private office)	O	Fumes	N
Stooping (bend at waist)	O	Moderate noise (i.e. business office with typewriters/ printers, light traffic)	F	Extreme cold (non-weather)	O
Crouching, crawling, kneeling, Squatting	O			Extreme heat (non-weather)	O
Stretching/reaching with hands & Arms	F	Loud noise (i.e. many children laughing & playing, large earth moving equipment)	F	Varying weather conditions	O
Distinguishing smell				Sight	
Distinguishing temperature	O	Very loud noise (i.e. jack hammer, front row rock concert)	N	Vision for close work/ability to adjust focus	C
Traveling by automobile	O			Looking at computer monitor	C
				Color vision (identify & distinguish colors)	C
				Peripheral, depth perception	O