



Edina Public School Position Description

Section I: General Information

Position Title: Media Assistant	Department: District Media and Technology Services
Immediate Supervisor: Director of Media and Technology Services	FLSA Status: Non-Exempt
Position Summary: With the focus to support and advance the Edina Public Schools' mission, vision and core values, the Media Assistant supports the media program team by providing media-related assistance to students and staff. The Media Assistant works in school media centers to provide operational support primarily in collection management.	

Section II: Essential Duties and Responsibilities

Media Center Operations

- Greets media center visitors and contributes to a positive welcoming environment.
- Assists students and staff with general inquiries and locating materials.
- Prepares and maintains library resources in accordance with established library management systems.
- Processes materials for circulation and collection.
- Performs minor repairs to damaged materials.
- Maintains and observes access to media materials and district equipment.
- Coordinates with media specialist to order supplies and materials for the media center.
- Maintains library catalog and print collection management including generating and distributing overdue and lost item notices, following up with families regarding library fees and fines, and preparing inventory and collection reports.
- Contributes to media center documentation of tools and processes.

Administrative and Other Support Areas

- Provides clerical, technical and project assistance to students and staff.
- Supports district assessment procedures.
- Assists with volunteer coordination.

Performs other duties of a comparable level or type, as required.

- Communicates the district's vision, mission, core values and beliefs and provides professional expertise and assistance to individuals, other district staff, and the community.
- Attends training sessions, conferences, seminars, district, and departmental meetings as required. Keeps abreast of changing developments, trends, and technologies.
- Attends work regularly and punctually.

Section III: Essential Skills Required to Perform Position Duties

- Building effective, collaborative relationships with students, staff, administration, families, and other school community stakeholders.
- Ensuring the use of culturally competent practices to meet the needs of each and every student.
- Providing exemplary customer service to internal and external customers.

- Following written and verbal directions and working independently.
- Prioritizing tasks and performing work duties requiring attention to detail and accuracy.
- Applying district software applications and computer systems including but not limited to Microsoft Office and Google Workspace tools with proficiency.
- Anticipating and diffusing student issues and disruptive situations.
- Using professional judgment while handling issues in accordance with policies and procedures.
- Maintaining strict confidentiality in matters involving private student educational data.

Section IV: Minimum Work Requirements

EDUCATION/EXPERIENCE REQUIREMENTS: Minimum education and experience required for the position.	High school diploma or equivalent and one (1) year of related work experience.
LICENSE/CERTIFICATION REQUIREMENTS:	Valid Minnesota driver's license and evidence of mobility are required to travel between school district sites.

Section V: Supervision Requirements

Title of Position Directly Supervised	Number of Employees
N/A	0

Section VI: Physical Position Requirements

Physical Activities									
Amount of Time Spent	None	33% Occasionally	34-67% Frequently	68-100% Continuously	Physical Lift, Carry, Exert	None	33% Occasionally	34-67% Frequently	68-100% Continuously
Stand			x		Up to 10 pounds			x	
Walk			x		Up to 25 pounds		x		
Sit		x			Up to 50 pounds		x		
Use hands to finger, handle or feel				x	Up to 100 pounds	x			
Reach with hands and arms			x						
Climb or balance		x							
Stoop, kneel, crouch or crawl			x						
Talk or hear				x					
Taste or smell	x								

Classification History: Job description created by ISD 273 Human Resources 6.2025.