



ELK RIVER | OTSEGO | ROGERS | ZIMMERMAN

**POSITION DESCRIPTION
ISD 728 ELK RIVER AREA SCHOOLS**

SECTION I: GENERAL INFORMATION

Position Title: Media Assistant	Department: Education Services
Immediate Supervisor's Position Title: Principal or Asst Principal	FLSA Status: AFSCME
	Bargaining Unit: Assistant
<p>Job Summary: The Media Assistant assists with the effective and efficient operation of the media center. This includes helping students and staff effectively utilize the resources and facilities within the media center as well as cataloging, processing, and circulating both digital and physical media materials.</p>	

SECTION II. ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility: Media Center Assistance and Supervision
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Tasks involved in fulfilling above duty/responsibility:

1. Assists students and staff in the use of the media center, equipment, and resources.
2. Sets up and problem solves computer and multimedia equipment issues when students and/or staff need assistance.
3. Supervises students in the media center or other school locations so that students act in a safe manner appropriate to the school environment.

Duty/Responsibility No:

2 Statement of duty/responsibility:

Circulation and Maintenance of Media Collection:

Tasks involved in fulfilling above duty/responsibility:

1. Assists in the circulation and maintenance of the media collection (print and digital), including using the digital district library catalog program to check out/in materials, sending overdue notices, shelving books, and repairing materials.
2. Keeps the digital and print collections in order by following proper circulation and catalog procedures, including shelving practices and maintaining clean and accurate database records.
3. Assists in the ordering, receiving, and processing of new media and resource materials, including entering new materials into the media/classroom circulation system, barcoding and labeling materials, and maintaining the online catalog records.
4. Ensures that records are up-to-date and materials are available for use.
5. Runs various reports for staff and maintains the inventory for both the digital and physical collections.
6. Transfers student's information between systems.
7. Assists in the maintenance of various technology equipment.
8. Performs duties, such as, typing correspondence, copying and laminating, preparing purchase orders, compiling new book lists, circulating materials, filing, entering data, and packaging materials for shipment or interlibrary loan.

Duty/Responsibility No:

3 Statement of duty/responsibility:

Additional Responsibilities:

Tasks involved in fulfilling above duty/responsibility:

1. Fulfill other job-related duties as required.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:			
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION:	
	less than high school diploma	Type of degree: (B.S., M.A., etc.)	
	High school diploma or GED.	AA or Bachelor's degree in communications, media or library sciences preferred.	
x	1 year college	2 years college	Major field of study or degree emphasis: Media, Communications, Library
	3 years college	4 years college	

1st year graduate level	Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: Understanding of information media and library science. Technology skills with computer software and hardware.
2nd year graduate level	
Doctorate level	

Required Work Experience in Addition to Formal Education/Training:
 1 to 2 years of Media experience preferred.

Required Supervisory Experience:
 n/a

LICENSE/ CERTIFICATION	Identify licenses/certification required upon hiring:
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ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	Skilled in: <ol style="list-style-type: none"> 1. High school degree, GED, or equivalent experience. 2. The hiring manager reserves the right to request a skills test prior to hire. 3. Experience with Google Workplace and Destiny is preferred. 4. Willingness to accept and follow direction. 5. Ability to work independently with minimum supervision. 6. Ability to use library and office equipment to maintain accurate and timely records. 7. Training and/or experience in the use of computer and media equipment. 8. Ability to learn cataloging rules and library procedures. 9. Ability to work overtime including evenings, weekends and holidays.
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RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS		
	Titles of Positions Directly Supervised	# of Employees
1		
2		
3		
TOTAL		

INDIRECT SUPERVISION:	
Number of employees indirectly supervised:	Total:

HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>	Work is performed under normal office conditions and there are minimal environmental risks or disagreeable conditions associated with the work. Work involves continuous contacts and interactions with the public, staff, outside agencies, district administrators and others which can involve some disagreeable human interactions/conflicts.
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand			X	
Walk			X	
Sit			X	
Use hands dexterously (use fingers to handle, feel)				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			
Physical (Lift & carry): up to 10 pounds				X
up to 25 pounds		X		
up to 50 pounds		X		
up to 75 pounds	X			
up to 100 pounds	X			
more than 100 pounds	X			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities
<p>Physical requirements associated with the position can be best summarized as follows:</p> <p>Sedentary work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.</p>

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

<p>This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.</p>	
_____	_____
Department Head's Signature	Date
_____	_____
Human Resource's Signature	Date
Classification History:	

