

LEXINGTON COUNTY SCHOOL DISTRICT THREE
Job Description

Title: Media Center Assistant

Qualifications:

The Media Center Assistant must have at least a high school diploma and the successful completion of the Para Pro Exam, 60 college credit hours, or an Associate's degree, demonstrate proficiency in Microsoft Word, Excel, Publisher, organizational skills and proficiency in library procedures.

Duties Responsibilities:

1. Performs general office duties as related to the media center, answer phones, type correspondence, etc.
2. Assists in processing all new materials added to the media center.
3. Maintains automated circulation systems, adds and deletes students and records as needed.
4. Maintains and distributes over-dues and fees.
5. Repairs damaged materials when necessary.
6. Maintains periodicals and newspapers.
7. Maintains the automated card catalog.
8. Assists in scheduling audio-visual equipment and programming requests.
9. Shelves books and files library materials, periodicals, and videos.
10. Operates laminating equipment.
11. Assists students and faculty in locating materials.
12. Supervises media center in the absence of the Media Specialist.
13. Assists with and monitors student testing.
14. Maintains an effective working relationship with faculty and staff.
15. Assists in checking out materials and equipment to faculty and staff.
16. Assists in supervision of the media center throughout the day.
17. Assists with the inventory and cleaning of equipment at the end of the year or as needed.
18. Processes student ID's.
19. Writes equipment work orders as needed.
20. Assists in printing reports as needed by the media specialist.
21. Assists students and teachers with computer problems, hardware and software.
22. Performs minor equipment repairs and maintenance.
23. Assists in keeping library shelves in proper order, and maintains a neat and attractive media center.
24. Assists with daily backups.
25. Assists with the collection and recording of all fees and fines.
26. Assists with holiday book displays and bulletin boards.
27. Assists with extra activities such as, book fairs, scrapbooks, Accelerated Reader, news programs, SC Book Awards, Birthday Book Clubs, newsletter, etc. as directed by the media specialist.
28. Perform other duties as assigned by the building principal or media specialist.

Essential Functions:

In addition to the physical and mental capabilities implied by the responsibilities detailed above, the essential functions of a Media Center Assistant include the following: reading, writing, hearing, and speaking effectively, compiling, sorting, and organizing materials, computer knowledge, walking, standing, bending, and lifting/moving items up to 25 pounds.

The job of Media Center Assistant involves adapting to a changing educational environment and therefore, while accurate, is not exhaustive.

Period of Employment: 190 Days

Immediate Supervisor: Building Principal