



Media Specialist Secretary - MHS

Job Description

Reports to: Media Specialist

Location: Munster High School Media Center

Evaluated by: Assistant Principal

Evaluation period: Annual

Purpose of the Position: The Media Specialist Secretary position is responsible for assisting the Media Specialist with overseeing the school laptop program and supporting the Media Center's collection management, collaboration, and programming efforts.

Responsibilities:

Student Laptops/Devices

- **Laptop Roll Out/Collection:**
 - scan, sort, and facilitate the distribution or collection of student laptops and power cords.
 - Assist with making phone calls to inquire about missing devices/chargers.
- **Laptop Help Desk:**
 - Assist the Media Specialist with troubleshooting the student laptops at the circulation desk.
 - Submit work orders on behalf of students as needed.
 - Reimage student laptops as needed.
 - Set up laptops for new students.
 - With the Media Specialist, communicate with the Technology Department regarding laptop issues and follow directives concerning student laptop procedures.
- **Repaired Laptops:**
 - Test each repaired laptop to ensure the device is ready to return to the student.
 - Write passes for students to pick up repaired computers.
- **Spare Laptop Maintenance:**
 - Reimage and clean loaner laptops as students return them.
 - Take inventory of loaner laptops twice a month. Follow up on any devices as needed.
- **Laptops for transferred/withdrawn students:**
 - Document laptops (name, date, service tag, etc.) of transferred/withdrawn students before sending devices to the Technology Department.

Media Center Support

- Use library management system to run overdue notices monthly and take inventory of Media Center technology annually.
- Send print notices to students and follow up with teachers as needed.
- Respond to teachers' requests for technology assistance. For example, this could include setting up a video camera on a tripod, uploading video to Google Drive, or helping a staff member adjust computer settings.
- Assist with supervising students in the Media Center.
- Monitor the Media Center's office supplies, including laminating and poster-making supplies, and notify the media specialist as items are needed.
- Maintain the supply of Media Center forms such as work order sheets and student passes.
- Assist with bulletin board/book displays and seasonal decorating.
- Assist with shelving books as needed.
- Troubleshoot staff laptop issues, and reimage laptops and submit work orders as needed.
- Laminate items for staff members.
- Design informational/special event posters/banners for various departments. Maintain a list of all poster requests.
- Occasionally photograph individual students and/or events at school (often for needed posters).
- Process new material acquired for circulation
- Make repairs to damaged print materials and report severely damaged material to the Media Specialist
- Prepare print and non-print materials for teachers at their request
- Shelf incoming print and non-print materials

- Assist students to locate print and non-print materials and other instructional items
- Monitor Media Center use by students, teachers, administrators and extra-curricular groups by recording monthly use
- Maintain and order supplies for the Media Department's use
- Assist students and teachers in making proper use of media center resources and equipment
- Manage the library media management circulation system each new school year by adding/deleting faculty and students
- Assist the Media Specialist in maintaining proper student discipline
- Oversee the general neatness and attractiveness of the Media Center and its displays
- Use, create and copy various forms for Media Department use
- Properly uses various forms concerning computer repairs, distribution, etc.
- Use library media management circulation system to check out all print and non-print materials including computers for students
- Distribute record of missing equipment to Media Specialist, administrators, Guidance Secretary and Book keeper throughout the school year and at the end of each term
- Promote a good rapport and positive relationship with students, teachers and administrators
- Perform such other duties as may be assigned by Administration or Media Specialist.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

High school diploma or general education degree (GED); one year of related experience and/or training; or equivalent combination of education and experience.

Language Skills:

Ability to read and interpret documents such as discipline records, medical notes, and teacher referrals. Ability to keep accurate phone logs and communication reports. Ability to write documents related to discipline. Ability to speak effectively with staff and parents.

Mathematical Skills:

Ability to add, subtract, multiply, and divide to keep accurate records.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Technology Skills:

Must exhibit a level of comfort and eagerness to learn new technology skills.

Other Skills and Abilities:

Must be proficient in the use of computers for various office applications. Must be able to use phone system proficiently. Will need to become efficient in using the student data management system. Must be able to maintain accurate record logs.

Terms of Employment:

193 days

Wage Rate: Starting at \$16.50

Benefits: Medical Insurance, Life Insurance, Public Employee Retirement Fund (PERF) qualifying position

The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the Corporation.