



Little Falls Community Schools

14750 Riverwood Drive | Little Falls, MN 56345
Phone: 320-632-2005 | Fax: 320-632-2010

POSITION DESCRIPTION

SECTION I: GENERAL INFORMATION

Position Title: Media Center Paraprofessional	Department / Building:
Reports To: Library Media Coordinator and Building Principal	FLSA Status: Non-Exempt
Pay Grade: Level 3	Bargaining / Work Unit: MSEA/Administrative Assistants Paraprofessionals
Duty Year: 181 days (approximate)	Position Last Updated: 3/18/2025

SECTION II: JOB SUMMARY

The Media Center Paraprofessional supports the daily operations of the Media Center by assisting students and staff in accessing and utilizing resources effectively. This role includes managing materials, providing technology support, and maintaining organization within the Media Center to create an engaging, fun, and educational learning environment. The paraprofessional also plays a key role in supervising students, maintaining a well-organized collection, and supporting school-wide literacy and technology initiatives.

SECTION III: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility #	1	Statement of duty/responsibility: Library and Media Center Operations
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Tasks involved in fulfilling above duty/responsibility:

- Manage circulation processes, including checking in/out materials, maintaining accurate records and handling overdue and reserve management.
- Organize and maintain library materials, ensuring proper shelving, order, and repair of damaged items.
- Assist students and staff in locating and using print and digital resources, including the online catalog and database research tools.
- Process new materials, including cataloging, labeling, and inventory management.
- Assist in laminating instructional materials as needed.
- Support the promotion of library resources and school initiatives through displays, communications, and interactive activities.

Duty/Responsibility #	2	Statement of duty/responsibility: Student Supervision and Assistance
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Tasks involved in fulfilling above duty/responsibility:

- Supervise students in the media center, ensuring a positive and productive environment.
- Assist classroom teachers by working with students and guiding them in their library and research tasks.
- Answer user questions regarding Library circulation rules and resource access.
- Provide oversight and behavioral support for students using the media center independently or as part of a scheduled class.

Duty/Responsibility #	3	Statement of duty/responsibility: Technology and Equipment Support
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Tasks involved in fulfilling above duty/responsibility:

- Assist students and staff with device connectivity, troubleshooting, and setup.
- Manage the distribution and tracking of new and spare devices, logging repairs and associated charges.
- Support scheduling and use of computer labs, library equipment, and media center rooms.
- Provide basic troubleshooting and support for district-approved technology tools.

Duty/Responsibility #	4	Statement of duty/responsibility: Collaboration and Special Projects
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Tasks involved in fulfilling above duty/responsibility:

- Coordinate with other media center paraprofessionals and solicit input from staff and students on collection materials needed.
- Submit order requests for supplies, visual materials, and equipment to the District Library Coordinator.
- Run and distribute reports as directed by the District Library Media Coordinator.
- Attend meetings, workshops, and training sessions as required to enhance knowledge and skills.
- Support school-wide initiatives and projects related to media, technology, and student engagement.

Perform other duties as assigned or requested.

SECTION IV: WORK REQUIREMENTS AND CHARACTERISTICS

Education/Certification Requirement: High school diploma or equivalent required.

Essential Skills:

- Strong organizational and time-management skills.
- Proficiency with computer applications and technology troubleshooting.
- Ability to support students and staff in utilizing digital and print resources.
- Strong communication and interpersonal skills.
- Ability to work independently and collaboratively in a school environment.
- Attention to detail and ability to manage multiple tasks simultaneously.

SECTION V: PHYSICAL JOB REQUIREMENTS

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.

Demands				
N = never / O = occasionally (1-33%) / F = Frequently (34-66%) / C = Consistently (67-100%)				
Physical	Lifting/Carrying		Exposure to Environmentals	
Standing	C	Up to 10 pounds	F Possible exposure to blood-borne pathogens through body and/or body fluids	N

Walking	C	Up to 25 pounds	O	Toxic chemicals	N
Sitting	F	Up to 50 pounds	N	Moving parts	N
Talking in person/on the phone	F	Up to 75 pounds	N	Electrical shock risk	N
Pushing/pulling	F	Up to 100 pounds	N	Explosives	N
Hearing	F	More than 100 pounds	N	Fumes	N
Feeling, grasping, finger dexterity	C	Noise Levels		Extreme cold (non-weather)	N
Climbing, balancing	O	Quiet (i.e. private office)	F	Extreme heat (non-weather)	N
Stooping (bend at waist)	F	Moderate noise (i.e. business office with printers, light traffic)	F	Varying weather conditions	N
Crouching, crawling, kneeling, squatting	O	Loud noise (i.e. many children laughing and playing, large earth moving equipment)	O	Sight	
Stretching/reaching with hands and arms	F	Very loud noise (i.e. jack hammer, front row rock concert)	N	Vision for close work/ability to adjust focus	F
Distinguishing smell	N			Looking at computer monitor	C
Distinguishing temperature	N			Color vision (identify and distinguish colors)	O
Traveling by automobile	O			Peripheral, depth perception	O

SECTION VI: STANDARDS OF CONDUCT AND JOB PERFORMANCE

Performance of Duties. Employees must faithfully perform, at a professional level of competence, the services and duties prescribed by the District, regardless of whether such duties are specifically described in policy, in a job description, in a notice of assignment, or in another document. Prompt and regular attendance is an essential function of each employee's job. Employees must also comply with all lawful directives issued by the Superintendent or by any other individual with supervisory authority. In addition, employees must comply with all applicable federal and state laws and with all rules, regulations, and policies established by the District. Employees may not, directly or indirectly, engage or participate in any action or conduct that conflicts in any respect with the interests of the District. Toward that end, employees may not engage or participate in any action or conduct that is inconsistent with their job duties, the basic educational mission of the District, or the desired image of the District.