Park Forest Chicago Heights School District Job Description

Media/Technology Assistant



General Information

TITLE MEDIA/TECHNOLOGY ASSISTANT

DEPARTMENT TECHNOLOGY

CLASSIFICATION CLASSIFIED

REPORTS TO BUILDING PRINCIPAL

SUPERVISES N/A

TERM OF EMPLOYMENT ACCORDING TO THE CLASSIFIED CONTRACT

EVALUATED BY BUILDING PRINCIPAL OR DIRECTOR OF INSTRUCTIONAL SERVICES

SUMMARY

The Media/Technology Assistant works cooperatively with the teacher to provide a well-organized and smooth functioning environment in which staff and students can take full advantage of technological and instructional programs and media resource materials.

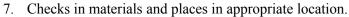
QUALIFICATIONS

- 1. Good physical health
- 2. Minimum of 60 semester hours or passage of work keys or Para Pro test
- 3. Ability to follow written and oral directions
- 4. Ability to read basic instructions and write reports
- 5. Basic knowledge and experience with technology hardware
- 6. Personal use of computer technology
- 7. Interest in use of computers in an instructional setting
- 8. Ability to communicate clearly in oral and written form and through email
- 9. Ability to work smoothly and efficiently with all staff
- 10. Ability to type and process orders
- 11. Ability to recommend materials for purchase
- 12. Ability to keep required records
- 13. Ability to think on the job so as to make appropriate decisions
- 14. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

MAJOR DUTIES AND PERFORMANCE RESPONSIBILITIES

The list below is meant to be illustrative rather than all-inclusive. Accordingly, the list is meant to be a guide rather than a restriction on work that can be assigned to an employee.

- 1. Works with the principal to set up the media center/computer labs.
- 2. Consults with staff to implement appropriate uses for media and technology in specific instructional areas.
- 3. Works with staff to develop a schedule for class use of the media and technology center.
- 4. Provides hands-on assistance to teachers and students during library/lab time.
- 5. Provides computer program services to teacher for individual students as requested.
- 6. Maintains equipment and materials in an orderly fashion.



- 8. Notifies teachers/parents of overdue books and materials.
- 9. Orders needed supplies from District Office.
- 10. Maintains appropriate inventories.
- 11. Arranges for needed repair of equipment.
- 12. Oversees the general neatness and attractiveness of the media and technology center and its displays.

MENTAL DEMANDS

This position may require temperamental suitability in the following areas:

- 1. Adaptability to performance of a variety of duties without loss of efficiency or composure.
- 2. Adaptability to dealing with people beyond giving and receiving instructions.

PHYSICAL DEMANDS

This position may require physical ability to carry out the following activities:

1. Lifting and carrying objects weighing up to fifty (50) pounds.

WORK ENVIRONMENT

Normal working environment