

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.



7. Checks in materials and places in appropriate location.
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