

**PERKINS LOCAL SCHOOLS
JOB DESCRIPTION**



Title: Media Assistant

Reports to: Principal

Description: Under the direct supervision of the principal, assists students and staff with an enriching library environment with a wide range of reading and other educational materials; maintains library collection at school site; and instructs students and staff on the proper use of the library resources, helping them acquire the knowledge and skills to take full advantage of library materials and resources.

Essential Job Functions

1. Operates and supervises the library.
2. Evaluates, selects and requisitions appropriate books, equipment, aids, supplies, etc.
3. Maintains inventory records.
4. Maintains a comprehensive and efficient system for cataloguing.
5. Operates audiovisual equipment as needed.
6. Serves as a reference guide for students and staff.
7. Arranges book displays, exhibits and other items to provide an enriching learning environment.
8. Assists students and staff in the utilization and maintenance of instructional and non-instructional library equipment, including a computer if necessary.
9. Assists principal with preparation and administration of library budget.
10. Trains and supervises library support employees and volunteers.
11. Ensures that student conduct conforms to the school's standards and district policies needed to achieve a highly functional learning atmosphere in the library.
12. Maintains confidentiality of student information as well as employees and others and complies with all district policies.

Additional Duties:

1. Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the school.
2. Serves several buildings as Media Assistant as assigned.

Equipment

1. Uses standard office equipment such as personal computer, copy machine, fax machine, telephone, and communication equipment systems.

Travel Requirements

1. Travel among school buildings and to and from meetings may be required.

Knowledge, Skills and Abilities

1. Ability to use computers and printers to create documents, word process and search the internet.
2. Ability to demonstrate organizational and time management skills to coordinate and complete work efficiently.
3. Ability to demonstrate and work using proficient English language skills (vocabulary, punctuation, grammar, etc.) for the purpose of communication both written and verbally.
4. Ability to establish and maintain cooperative working relationships with others contacted in the course of work.
5. Ability to be self motivated in the position and seek professional growth.
6. Ability to carry out instructions furnished in written or verbal form.
7. Ability to add, subtract, multiply and divide, and perform arithmetic operations.
8. Ability to understand, apply and use personal computers and software applications (e.g., Word, Excel, Powerpoint, the Internet, Outlook, electronic mail).
9. Ability to problem solve job-related issues.
10. Ability to work with a diverse group of individuals.
11. Ability to process paperwork accurately according to standardized procedures.
12. Ability to maintain confidentiality of information regarding students, employees and others.
13. Ability to follow directives of teaching staff or supervisor and assist students with respect to instructional and non-instructional tasks.

Physical and Mental Demands, Work Hazards

1. Works in standard school building environment.
2. Is sober from alcohol and illegal drugs at all times while at work.
3. Ability to lift 30 pounds and carry it 15 feet.

Qualifications

1. High School diploma or equivalent.
2. Prefer Associate's Degree or Bachelor's Degree in Library Science or related field.
3. Federal and State background checks with no disqualifying results.
4. Successful experience working with students and adults preferred.
5. Successful completion (highly qualified) of state mandated, PRAXIS test for classified employees.

The above statements are not a complete list of all responsibilities required by employees in this job. Employees will perform any other duties as assigned by the Supervisor.

This institution is an equal opportunity provider.

Date: October, 2017