

Richfield Public Schools

Position Title: Middle School Clerical (Media) Paraprofessional

Department / Unit: Paraprofessional

Accountable To: Erica Barlow

Date of Latest Revision: 12.14.22

I. PURPOSE OF THE POSITION

The Media/Technology Paraprofessional will create and maintain a positive learning environment in the Media Center and provide pre-planned Library and/or Technology lessons to classrooms as assigned. This position also maintains the media center (checking out/in, restocking, purchasing ebooks, barcoding all materials, etc) as well as supports chromebooks and technology.

II. Media Center/Media Center Space:

- Maintenance and updates in Destiny: deleting lost materials, updating patrons
- Book check-outs and check-ins.
- Shelving books.
- Research & review materials for the building including: both online and print books, reference resources, databases, informational resources, audio/visual resources,
- Work with the different departments to make sure we have the books they need/want to see in the library
- Purchasing ebooks, print books, signage, supplies, equipment, etc.
- Processing new books (and re-label some books to make them searchable)
- Barcoding all materials coming into RMS (books, equipment, etc.)
- Inventory control & building a quality collection: books that are coming in/going out - books that are destroyed/obsolete/incorrect (outdated Native American books for example).
- Overdues - emailing reports and communicating with students about books/equipment they need to return, etc.
- Inventory of materials and equipment
- Pulling book carts for content areas upon request
- Maintaining the new flex space / cleaning tables, whiteboards, etc.
- Helping visiting staff with their tech needs/set up

III. Technology:

- Purchasing of audio/visual equipment, batteries, etc.
- Chromebook support (see below)
- Emergency tech support (monitors/projectors going out, etc.), and troubleshooting issues with email, cameras, etc.
- Checking equipment as it comes back in
- Helpdesk tickets for staff, building or media purposes
- Managing loaner laptops for teachers and subs

- Act as a general liaison between the building and tech department

IV. Chromebooks:

- Troubleshoot student chromebook issues, such as logging in, screen resolution, portal issues, misc.
- Help desk tickets for hardware/software problems as well as physical damage both through Samanage as well as the Chromebook Repair hub
- Disable/Re-enable devices
- Packing up and shipping out damaged devices
- Manage loaner chromebooks for students
- Help locate missing chromebooks / or those devices that have left the district
- Fall chromebook checkouts & Spring chromebook check ins (this usually requires extra days and timecards)

VI. Program Planning & Instruction:

- Maintain media budget
- Flow and functionality of the media center - can students find books and is it a good environment?
- Work with staff and their book wants/needs in the media center

VII. QUALIFICATIONS

Knowledge, Skills and Abilities required to qualify for this position.

- High School or GED equivalent
- Ability to work with adolescents with both patience and firmness.
- Knowledge of computer technology.
- Willingness to help with whatever is needed and be flexible.
- Ability to be a team player and work with staff in a coordinated manner.
- Reliability.
- Fluency in English and helpful if fluent in Spanish.
- Demonstrated interest and abilities to develop and sustain good relationships with students, staff and visitors.
- Demonstrated abilities to intervene and manage the reactions and results from such interventions.
- Excellent command of English in both oral and written form.
- Knowledge of the Spanish language preferred

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned. The physical demands and work environment described here are representative of those that must be met or will be encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

At the sole discretion of the District, the qualifications may be waived or alternate qualifications may be considered.