

# School Media Aide

Duties to include, but not limited to:

- Empower students to be critical thinkers, enthusiastic readers, skillful researchers, and to use information ethically
- Foster a love of learning and reading in students
- Ensure access to information for all students of varying abilities
- Collaborate with teachers as a resource for support materials for curriculum
- Create an environment where collaboration and creative problem solving work in partnership to pursue education
- Maintain circulation records, and follow up-to-date district policies regarding materials selection, reconsideration of materials, copyright, privacy, and acceptable use
- Ensure that support material for curricula include information, media, visual, digital, and technological literacy to support all students
- Inventory and order fiction and non-fiction materials in order to keep the Media Center up-to-date.
- Facilitate student Chromebook issue and repair/resolve with technology department
- Other assignments deemed necessary by the building principal or media specialist