

SCHOOL DISTRICT OF ST. JOHNS COUNTY

MEDIA CENTER PARAPROFESSIONAL

JOB DESCRIPTION

QUALIFICATIONS:

- (1) High School Diploma or General Equivalency Diploma (GED), and received the District's approved score on the District approved Assessment, or an Associate's degree or higher, or have completed sixty (60) college semester hours at an accredited institution of higher education.
- (2) At least 20 years of age.
- (3) Willingness to become involved in workshops and inservice.
- (4) A minimum of 2 years as a paraprofessional or experience in the area of media preferred.
- (5) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to relate to and work with children and adults. Ability to follow oral and written directions. Ability to communicate effectively with diverse individuals and groups, including teachers, colleagues and other stakeholders within the organization. Ability to work harmoniously and collaboratively with school-based personnel. Must possess keyboarding skills, clerical skills and be knowledgeable of computers and common programs such as Word and Excel. Knowledge of how school libraries serve children and staff. Ability to utilize a textbook management system. Ability to communicate orally and in writing. Ability to operate basic office machines and media equipment. Some knowledge of the catalogue system, research, reference and have an ability to locate materials. Adept at performing inventories, managing databases, and demonstrates the ability to organize and manage multiple priorities. Ability to work independently and make decisions with minimum supervision. Ability to answer a telephone in a professional and courteous manner. Ability to handle multiple tasks in a professional and courteous manner.

REPORTS TO:

Principal
Media Specialist

JOB GOAL

To aid and support the Department or School with projects, annual initiatives and general operations as assigned. Each employee of the St. Johns County School Board will model the six pillars (as defined by Character Counts!) of the character education program.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- *(1) Prepares and assists in setting up media resources.

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- * (2) Assists with audio-visual resources, renders clerical assistance and recordkeeping.
- * (3) Organize, maintain and circulate books, audio-visual materials, and other resources.
- * (4) Performs information and materials processing.
- * (5) Assist in the scheduling of equipment and materials for check out.
- * (6) Assist with shelving, filing and repair of books and materials.
- * (7) Assist in maintaining records and inventories.
- * (8) Assist in maintaining an orderly environment in the Media Center conducive to learning.
- * (9) Responsible for database management.
- * (10) Monitor virtual student learning process.
- * (11) Assist students to stay on task and complete teacher prepared tasks.
- * (12) Prepare lesson materials for the media specialist.
- * (13) Perform various instructional support tasks as assigned to facilitate the effective teaching of applicable subject matter and to maintain appropriate classroom environment.
- * (14) Distribute and collect instructional materials and monitor student's progress on learning activities.
- * (15) Provide directions and instructions for performing a lesson or exercise and answer questions pertaining to such.
- * (16) Assist in managing student's classroom conduct and behavior and inform teachers of incidents, circumstances or factors having a bearing upon effective learning.
- * (17) Supervise students in specified situations, i.e., playground, lunchroom, media center, computer lab, etc. when called upon to do so.
- * (18) Perform other duties as assigned by immediate supervisor.

Expectations of All Employees

- * (19) Meet and deal effectively with the general public, staff members, parents, administrators and other contact persons using tact and good judgment.
- * (20) Follow attendance, punctuality, proper dress code and other qualities of an appropriate work ethic.
- * (21) Ensure adherence to good safety standards.
- * (22) Maintain confidentiality regarding school/workplace matters.
- * (23) Model and maintain high ethical standards.
- * (24) Maintain expertise in assigned area to fulfill position goals and objectives.
- * (25) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- * (26) Demonstrate initiative in the performance of assigned responsibilities.
- * (27) Each employee of the St. Johns County School Board is charged with the responsibility of being familiar with the Character Counts! program and with modeling the characteristics of citizenship, character education and literacy.

Inter/Intra-Agency Communication and Delivery

- * (28) Respond to inquiries and concerns in a timely manner.
- * (29) Exercise service orientation when working with others.
- * (30) Use effective, positive interpersonal communication skills.
- * (31) Serve on school/district committees as required or appropriate.

Professional Growth and Improvement

- * (32) Participate successfully in training programs, conferences, and workshops as assigned or appropriate to keep abreast of current practices, programs, legal issues, and character education.

Systemic Functions

- * (33) Keep supervisor informed of potential problems or unusual events.

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- * (34) Follow federal and state laws as well as School Board policies, rules and regulations.
- * (35) Prepare or assist in preparation of all required reports and maintain all appropriate records.
- * (36) Represent the District in a positive and professional manner.
- * (37) Demonstrate support for the School District and its goals and priorities.

Leadership and Strategic Orientation

- * (38) Set high standards and expectations for self and others.
- * (39) Exhibit interpersonal skills to work as an effective team member.
- * (40) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.

Perform other tasks consistent with the goals and objectives of this position.

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Approved compensation plan per current negotiated agreement.

10 Month Position

7.5 Hours per Day

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of personnel.

POSITION CODE: 62040

Pay Type:

Salary Range:

FLSA STATUS: Non-Exempt

BOARD APPROVED: March 2019