



Elementary and Secondary Media Assistant Job Description

JOB TITLE: Elementary and Secondary Media Assistant.

FLSA CLASSIFICATION: Non-exempt, hourly employee.

WORK DAYS: 184 days (including paid holidays).

STANDARD HOURS PER DAY: 7/hrs and 10/min per day (not including a 30-minute duty-free lunch break).

WORK YEAR: The work year for the Elementary and Secondary Media Assistant includes all days when students are scheduled to attend school, plus 2 additional days.

SALARY SCHEDULE & BENEFITS: The Elementary and Secondary Media Assistant is paid on the "Elementary Media Assistant" salary schedule, and is eligible for benefits on the "Support Staff" benefits schedule.

REPORTS TO: The Elementary and Secondary Media Assistant is supervised by the Media Specialist assigned to the school. Both the Media Specialist and the Media Assistant report to the building Principal.

SUPERVISES: The Elementary and Secondary Media Assistant does not supervise any other employee(s).

GENERAL DESCRIPTION OF DUTIES:

Under general supervision, the purpose of the position is to perform school-based duties associated with the daily operation of the media center, as well as providing staff support in the training and use of computers and other library equipment. The Elementary and Secondary Media Assistant functions at an assistant level capacity and performs moderately complex maintenance, inventory, and training on computers, as well as assisting students and staff with their media center needs. Performs related work as directed.

ESSENTIAL FUNCTIONS:

1. Assists students at circulation desk with checking library materials in and out via a computer automated system; barcodes new books, audiovisual, and other library equipment; distributes over-due notices.
2. Inventories all media center equipment and computer software; prepares inventory report; checks-in books, magazines, and other library equipment ordered.
3. Assists students with research questions and other school related projects; trains and facilitates students and staff to use computers and other library equipment.
4. Performs customer service functions; provides assistance and information related to library policies and procedures; assists all students and teachers in their needs.
5. Trains and assists students and faculty in the use of computer software applications; provides instructions to attach to software and hardware to aid in making them user friendly.
6. Files, organizes, and maintains all software in the media center.
7. Operates a computer to enter, retrieve, review, or modify data; utilizes word processing, database,

and software programs.

8. Operates a variety of machinery, equipment, and tools associated with department activities, which may include a laminator, copy machine, or fax.
9. Answers the telephone; provides information and assistance to the staff; sorts and distributes incoming mail.
10. Shelves books and other materials in the reading room; keeps collection in proper order; stocks and restocks bookshelves.
11. Responsible for keeping up to date on current technology, as job appropriate, being used by Warren.
12. With the support of the district, attends training to ensure skill level in various technologies is at the level required to perform in current position.
13. Responsible for timely and accurate information they maintain as part of their job responsibilities.

NON-ESSENTIAL FUNCTIONS:

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

1. Performs related duties as directed.

ENTRY-LEVEL REQUIREMENTS:

EDUCATION/TRAINING: High school diploma or GED is required.

EXPERIENCE: A minimum of 2 to 4 months previous experience and/or training involving public school or library work is preferred.

CERTIFICATIONS &/OR LICENSES: None required.

OTHER: Ability to perform the essential functions, meet the performance aptitudes, and fulfill the physical/sensory/environmental requirements of the job (with or without reasonable accommodations) is required.

PERFORMANCE APTITUDES:

1. **Data Utilization:** Requires the ability to compile, assemble, copy, record and/or transcribe data and/or information according to a prescribed schema or plan. Includes judging whether readily observable functional, structural or compositional characteristics are similar to or divergent from prescribed standards, procedures or routines.
2. **Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to others on how to apply procedures and standards to specific situations.
3. **Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
4. **Verbal Aptitude:** Requires the ability to utilize a wide variety of reference and descriptive data and information.
5. **Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division.
6. **Functional Reasoning:** Requires ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.
 7. **Situational Reasoning:** Requires the ability to exercise the judgment required in situations characterized by repetitive or short cycle operations covered by set procedures or sequences.

Physical Requirements: Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve

some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibration, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluations of Professional Personnel.

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____

I have received a copy of the Support Staff Handbook and/or directions on how to access the information on the District Website.

The Metropolitan School District of Warren Township does not discriminate on the basis of the Protected Classes of race, color, national origin, sex (including transgender status, sexual orientation and gender identity), disability, age, military status, ancestry or genetic information which are classes protected by Federal and/or State law (collectively, "Protected Classes") occurring in the Corporation's employment opportunities, programs and/or activities, or if initially occurring off Corporation grounds or outside the Corporation's employment opportunities, programs and activities, affecting the Corporation environment.

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