Job Title: Media Assistant

Department: Assigned School

Reports To: Assigned School Principal

FLSA Status: Non Exempt

Salary Schedule: SC lane 03
(for SC lane 05 eligibility information, see the Salary Schedule Advancement section)

SUMMARY

Media Assistants are to work under the general supervision of the principal in the school to which they are assigned by the Superintendent and under the direct supervision of the Media Coordinator to which they are assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Under the direction of the Media Coordinator, assists with the day to day operation of the media center. Operates the curriculum desk. Keeps the media center orderly and attractive.

Assists students and teachers in the use of the computerized card catalog.

Assists with inventory as needed. Assists in the ordering of books and other materials.

Catalogs and processes new books and materials in a timely manner.

Performs simple diagnosis of malfunctioning equipment (power on, cords plugged in, etc.).

Assists students and faculty members in locating materials.

Shelves books and materials. Repairs books.

Collects fines for lost books, damaged books, etc. in accordance with District policy.

Sorts media center mail.

Schedules classes and use of the media center. Schedules equipment that is heavily used.

Distributes media to the teachers received from the regional media center and collects it from the teachers when it is scheduled to be returned.

Distributes to the administrators and teachers information that would be of value to them as found in periodicals, web pages, etc.

Keeps current of new children's literature and authors.

Introduces students and teachers to a variety of children's literature.

Maintains proficiency in the use of the current circulation software and any other software used in the media center.

Supports district contracted online electronic library resources.

Performs other responsibilities as may be assigned by the media coordinator and/or supervising administrator.

SUPERVISORY RESPONSIBILITIES
This job has no supervisory responsibilities.

KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS ***To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.***

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to employees of the school district.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE
Associate's degree or 48 semester credit hours from a college/university; or passing results on an approved Paraprofessional Assessment.

CERTIFICATES, LICENSES, REGISTRATIONS
This position does not require any certificates or licenses.

PHYSICAL DEMANDS ***The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.***

While performing the duties of this job, the employee is regularly required to walk; use hands to handle, or feel; and talk or hear. The employee frequently is required to stand and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT ***The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.***

While performing the duties of this job, the noise level in the work environment is usually quiet.

Salary Schedule Advancement Information

Elementary Media Specialists and Media Assistants who have completed approved WCSD Media Canvas Course **OR** requirements identified on the USBE Library Media Endorsement (https://schools.utah.gov/licensing/endorsements), are eligible for placement on lane 05 of the SC salary schedule.

Prepared By: **Technology Department**			Date: **04/19/2005**
Approved By: **Executive Director, Human Resources**			Date: **04/19/2005**
☐ Reviewed	☑ Revised	By: **HR Position Management Specialist**	Date: **11/18/2013**
☐ Reviewed	☑ Revised	By: **HR Position Management Specialist**	Date: **09/29/2014**
☐ Reviewed	☑ Revised	By: **Assistant Director, Human Resources**	Date: **04/30/2018**
☐ Reviewed	☑ Revised	By: **Assistant Director, Human Resources**	Date: **04/28/2025**
☐ Reviewed	☑ Revised	By: **Assistant Director, Human Resources**	Date: **01/15/2026**

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	