

Monticello Public Schools
ISD #882
JOB DESCRIPTION

Position Title: Media Paraprofessional

Department: Paraprofessional

Exempt Status: Non-Exempt

Reports To: Building Principal

Date: April 18, 2016

Approval: Assistant Superintendent

JOB SUMMARY: Assist and support the media center and related activities for use by staff and students throughout the school.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

40% Assist in maintaining the media center electronic catalog system by:

- A. Entering data.
- B. Processing fines.
- C. Assisting with checking out books.
- D. Running reports.
- E. Processing new materials.
- F. Maintaining inventory.

39% Assist in maintenance of media center by:

- A. Shelving material.
- B. Setting up displays.
- C. Repairing books.
- D. Performing general cleaning tasks.
- E. Performing clerical duties.
- F. Assisting with student yearbook order and distribution.

10% Computers

- A. Assist with minor computer errors in the lab.
- B. Assist and guide students with research using on-line sources and assist with multi-media projects and assignments.
- C. Assist and guide students/staff as directed by media instructor as they work with technology.

10% Student Responsibility

- A. Supervise and monitor students based on established criteria in media center.
- B. Make discipline referral to teacher and/or principal. Handle minor discipline situations according to District discipline guidelines.

1% Professional Development

- A. Attend in-services and workshops as appropriate.

Perform other duties as assigned or requested.

WORK REQUIREMENTS AND CHARACTERISTICS:

Education/Certification Requirement:

- High School diploma or equivalent.

Experience:

- Previous experience in working with children preferred.
- Previous experience in working on computers preferred.
- Previous media center experience preferred.

Essential Skills Required to Perform the Work:

- Knowledge and application of basic computer, math and language skills.
- Ability to work well with students and staff.
- Ability to work with children of various ability levels.
- Knowledge of District discipline policy.
- Knowledge of troubleshooting computers.
- Knowledge of internet usage.
- Knowledge of basic clerical skills.
- Knowledge of Dewey Decimal system.
- Knowledge of media software programs.
- Ability to follow written and verbal instructions.
- Skill in supervising student behavior and applying consistent consequences for appropriate and inappropriate behaviors.
- Ability to apply rules, instructions and stated policies, procedures.
- Ability to develop a rapport with children and explain concepts in a simple and understandable manner.
- Ability to write routine correspondence, routine reports, memos, documents, charts or other materials.

Machines, Tools, Equipment, Electronic Devices and Software Required:

- Operates equipment which may include computer, printer, copy machine, projectors, inventory scanner, and telephone.
- Office software includes but is not limited to: Microsoft Word, Excel, Internet, Online encyclopedias, Google applications, and programs for cataloguing, taking inventory, and checking out materials.

Supervision of Other Employees:

- This position does not provide work direction or supervision to other District employees.

Physical Job Requirements:

- Position involves bending, stooping and kneeling while working with students or performing media center duties.
- Position involves extended periods of time on feet.
- Position involves occasionally lifting up to 40 lbs.
- Position involves listening, speaking clearly and visual acuity.
- Position involves typing on keyboard.

Mental Job Requirements:

- Position requires reading and explaining directions.
- Position requires meeting individual needs of students while exhibiting patience.
- Position requires handling multiple tasks.
- Position requires dealing with interruptions and distractions.
- Position requires occasional priority changes.

- Position requires taking directions from several sources.
- Position requires guiding social conflict interactions.
- Position requires maintaining flexibility.
- Position requires occasional deadlines.

Working Conditions:

- Positions majority of work is performed in normal classroom conditions.
- Position involves occasional exposure to blood/bodily fluids and airborne pathogens.

Job Outcomes:

- Projects a positive, flexible, cooperative, and respectful attitude with staff, students, parents and community members.
- Provide confidentiality for all students.
- Provide the best opportunity for every individual student to reach his/her maximum potential.
- Provide a safe, learning environment.
- Treat all students with dignity and respect.
- Provides an environment of ensuring labs are running smoothly.
- Assists in providing accurate records.

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.