

SCHOOL DISTRICT OF OKEECHOBEE COUNTY

MEDIA AIDE

JOB DESCRIPTION

QUALIFICATIONS:

- (1) High school diploma or equivalent and TABE Test.
- (2) Meet the requirements for the No Child Left Behind Act:
 - (a) Two (2) years of study at an institution of higher education; or
 - (b) Associate's or higher degree; or
 - (c) Knowledge and ability to assist in instruction in core subjects as verified by a rigorous state or local assessment.
- (3) Computer proficiency.
- (4) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to perform the technical services required to support the library/media program. Ability to work with and offer guidance to students. Ability to work independently. Ability to be flexible and shift priorities. Ability to operate automated, electronic, audio-visual and technology-based hardware, software and equipment. Ability to learn and adapt to new technology. Ability to communicate orally and in writing. Ability to organize and follow directions. Knowledge of basic media procedures. Ability to set-up, catalog and maintain a wide variety of print materials. Ability to work effectively with students, teachers and parents. Knowledge of student management techniques. Ability to assist with the planning and delivery of instructional services.

REPORTS TO:

Principal or designee

JOB GOAL

To assist the media specialist in meeting the library and media needs of students and teachers.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- *(1) Supervise circulation desk and procedures.
- *(2) Help students and faculty locate materials through the use of automated and print catalog systems.
- *(3) Perform clerical responsibilities required to support the library/media program.
- *(4) Assist students and teachers with the setup and use of audio-visual and computer equipment.
- *(5) Shelve and mend materials.

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- *(6) Assist in ordering and processing new materials and perform preliminary automated cataloging for materials.
- *(7) Assist in maintaining and updating required databases.
- *(8) Troubleshoot problems with audio-visual equipment, computer hardware and software.
- *(9) Keep record of work orders on items sent elsewhere for service or repair.
- *(10) Move and deliver educational media and equipment as requested by teachers.
- *(11) Assist in ordering and processing new materials.
- *(12) Aid in the preparation of library publications.
- *(13) Keep statistical records on usage and circulation.
- *(14) Collect money for lost books, record receipts and take money to bookkeeper.
- *(15) Maintain records of overdue books. Notify teachers and parents of overdue status.
- *(16) Assist with supervision of students.
- *(17) Check student attendance and passes.
- *(18) Provide assistance to adult and student volunteers.
- *(19) Rotate display materials and bulletin boards.
- *(20) Maintain monthly calendar of events and calendar for schedules use of media center.
- *(21) Keep log of appointments for school media specialist.
- *(22) Assist with automated inventory.
- *(23) Laminate materials. Use a hand-operated die cutting machine.
- *(24) Operate technical equipment such as computers, copiers, printers, audiovisual equipment and closed-circuit television.
- *(25) Work with closed-circuit television productions as assigned.
- *(26) Supervise and assist with individual and small-group projects.
- *(27) Demonstrate initiative in the performance of assigned responsibilities.
- *(28) Help to maintain a friendly and cooperative atmosphere for students and faculty.

Employee Qualities/Responsibilities

- *(29) Meet and deal effectively with the general public, staff members, students, parents, volunteers, administrators and other contact persons using tact and good judgment.
- *(30) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- *(31) Ensure adherence to good safety standards.
- *(32) Maintain confidentiality regarding school/workplace matters.
- *(33) Model and maintain high ethical standards.
- *(34) Maintain expertise in assigned area to fulfill position goals and objectives.
- *(35) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

Inter/Intra-Agency Communication and Delivery

- *(36) Exercise service orientation when working with others.
- *(37) Keep supervisor informed of potential problems or unusual events.
- *(38) Use effective, positive interpersonal communication skills.
- *(39) Respond to inquiries and concerns in a timely manner.
- *(40) Serve on school/district committees as required or appropriate.

System Support

- *(41) Exhibit interpersonal skills to work as an effective team member.
- *(42) Follow federal and state laws as well as School Board policies, rules and regulations.
- *(43) Demonstrate support for the school district and its goals and priorities.
- *(44) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- *(45) Prepare or assist in the preparation of all required reports and maintain all

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appropriate records.

- *(46) Participate in cross-training activities as required.
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.

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TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan.
Length of the work year and hours of employment shall be those established by the district.

EVALUATION:

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

Board approved: May 8, 2012