



**POSITION DESCRIPTION
WACONIA PUBLIC SCHOOLS**

SECTION I: GENERAL INFORMATION

Position Title: Media Assistant	Department: Teaching & Instruction
Immediate Supervisor's Position Title: Building Principal	FLSA Status: Non-Exempt
Job Summary: Under the direction of the Building Principal, and working in cooperation with the Media Specialist and/or Media & Digital Learning Coordinator, the Media Assistant performs a variety of duties involved in the operation and maintenance of the media center and in providing assistance to students and staff in the use of media equipment, its resources, technology and materials. Duties involve assisting students and staff locate reference and instructional materials; circulating media materials in and out of the library; shelving and organizing media materials; monitoring and supervising student behavior in the media center in accordance with media center rules and procedures; providing basic troubleshooting of media and technology tools and equipment; and processing in new media materials.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Supervises and assists individual students in the media center.
 - a) Monitors the use of media center equipment and resources.
 - b) Monitors student behaviors and enforces media center rules and consequences.
 - c) Monitors technology usage to ensure guidelines are followed.
 - d) Provides assistance to students in locating, obtaining or using print and non-print materials including age-appropriate recreational print and digital books.
 - e) Assists students utilizing websites, media databases, and media technology to locate, research or find materials.
- Circulates media center materials and resources.
 - a) Checks resources in and out.
 - b) Operates circulation software to maintain media records.
- Performs a variety of tasks to maintain the library collection.
 - a) Shelves new books, returned books or re-shelves materials in their proper location.
 - b) Maintains reading shelves.
 - c) Runs overdue lists.
 - d) Copies and laminates materials, designs flyers, and performs other clerical support functions for the media center.
 - e) Assists in preparing and maintaining media displays.
 - f) Adds or removes materials from the media collection.
 - g) Assists in the maintenance and updating of patron and collection records.
 - h) Maintains a clean and orderly work environment within the media center.
- Assists staff and students with various digital equipment, programs, printing and internet/connectivity problems and other issues in the media center. Troubleshoots and maintains media center mobile devices, laptops, desktop computers, etc. Orders media center technology supplies as needed. Assists students and staff with basic workflow and keyboarding practices, internet bookmarks, and age-appropriate internet search strategies.
- Provides assistance with the operation of school news video and audio broadcasts (e.g., morning announcements) and with set-up and operation of audio visual equipment for events.

- Assists the Media Specialist and/or Media & Digital Learning Coordinator in processing in new media materials and helps with special events/projects within the library (e.g. reading week, book swap, book fairs, etc.).
- Performs other duties of a comparable level or type, as required.
 - a) Attends training sessions, conferences, seminars, and district in-services or staff meetings as needed.
 - b) Assists in special projects, as appropriate.
 - c) Assists building personnel in student supervision and monitoring as assigned (e.g., lunchroom monitoring, etc.).
- Attends work regularly and punctually.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:			
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)	
	less than high school diploma		
	High school diploma or GED.		
x	1 year college		2 years college
	3 years college		4 years college
	1st year graduate level		
	2nd year graduate level		
	Doctorate level		
		Minimum Education and Experience Required: Requires a minimum of one year post-secondary coursework or specialized training and a minimum of one year of administrative support or related experience or an equivalent combination of education and experience sufficient to perform the essential duties of the job.	
		Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • Basic computer technology including desktops, laptops, mobile devices, SMART Boards and projectors. • Microsoft Office Products and Google Docs and Forms. • District policies, guidelines, rules or philosophy pertaining to discipline and appropriate student behavior and consequences. <ul style="list-style-type: none"> ▪ Library and media center operation, organization and routines and Dewey Decimal System. ▪ Library science and its specialized circulation and catalog software. ▪ Organization of resource materials and uses for various research databases. Internet search engines. ▪ Basic office procedures, equipment and operations. • Basic knowledge of cataloging and processing of media materials. 	
LICENSE/ CERTIFICATION		Identify licenses/certification required upon hiring: No specific licenses or certification required to gain entry into the classification. District may require specific certifications, courses and/or licenses after hiring depending upon the specific job assignment, or needs of the district.	

ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	<p>Skilled in:</p> <ul style="list-style-type: none"> • Operating and maintaining media center equipment. • Assisting and providing technical support in basic technology hardware and software issues. • Using reference materials and performing internet research; research techniques. • Cataloging, circulation, and bibliographic techniques. • Repairing books. • Providing outstanding customer service to both children and adults. • Utilizing excellent verbal and written communication skills. • Multitasking in a fast-paced environment. • Supervising student behavior in accordance with media rules and guidelines. • Completing basic mathematics. • Typing and word processing. • Using circulation software system. • Maintaining and updating media center files and records accurately.
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RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS		
	Titles of Positions Directly Supervised	# of Employees
1		
TOTAL		

INDIRECT SUPERVISION:	
Number of employees indirectly supervised:	Total:

HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted</i>	<p>Unusual or hazardous working conditions related to performance of duties:</p> <p>Work is performed typically in a school and library setting. Work environment presents no risks or hazards associated with the work. Employee may be subject to disagreeable human interactions and disagreements due do to the enforcement of media center rules and procedures.</p>
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand			x	
Walk				x
Sit		x		
Use hands dexterously (use fingers to handle, feel)			x	
Reach with hands and arms			x	
Climb or balance	x			
Stoop/kneel/crouch or crawl		x		
Talk or hear				x
Taste or smell	x			
Physical (Lift & carry):				
up to 10 pounds				x
up to 25 pounds		x		
up to 50 pounds	x			
up to 75 pounds	x			
up to 100 pounds	x			
more than 100 pounds	x			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Light Work:
Exerting up to 25 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job.