

### SECTION I: GENERAL INFORMATION

<b>Classification Title:</b> Media Assistant	<b>Department:</b> Instruction	<b>Unit:</b> Educational Assistants
<b>Immediate Supervisor:</b> Building Principal/Media Specialist	<b>Grade Placement:</b>	<b>FLSA Status:</b> Non-exempt
<p><b>Job Summary:</b></p> <p>Under the direction of the Building Principal and guidance of the Media Specialist, the Media Assistant is responsible for assisting the Media Specialist in providing an organized and smoothly functioning media center environment for teachers and students to best utilize its resources and materials.</p> <p>Essential duties outlined below are intended as “representative” examples of the level, nature and decision making expected of positions assigned to this classification. The duties below are not intended to be a comprehensive listing of all duties and tasks performed by the employees assigned to this classification. A classification description, unlike job description or position description, is designed to capture the general expectations, complexity level, and nature of work of any position that may be allocated to this classification.</p>		

### SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

<ol style="list-style-type: none"> <li>1. Assists students and staff check materials in and out of media center print and non-print media center materials using the automated circulation system. Circulates materials in and out of the media center. Notifies and deals with overdue media center materials.</li> <li>2. Processes all incoming media center materials, books, magazines, periodicals, etc.             <ul style="list-style-type: none"> <li>• Verifies the accuracy and completeness of all shipments</li> <li>• Authorizes payment for orders received.</li> <li>• Makes inquires and resolves discrepancies in orders, back orders or partial shipments.</li> </ul> </li> <li>3. Assists students and staff in using electronic catalog, computers, Internet, periodical database, or other resources to locate suitable age appropriate materials according to needs and resources within the media center.             <ul style="list-style-type: none"> <li>• Assists staff and students in troubleshooting computer hardware issues.</li> <li>• Keeps media equipment in working order and recommends the repair and/or replacement of equipment.</li> <li>• Assists student and staff in the use of software or locating, researching or finding information needed.</li> <li>• Provides instruction in the use and care of media equipment and software.</li> </ul> </li> <li>4. Supervises students in the media center. Answers student questions, maintains media center rules and assures a proper environment. Assists in establishing a climate which stimulates learning and utilization of media center resources, by enforcing rules and assisting clientele; disciplines students, in accordance with school rules, when necessary.</li> <li>5. Assists the media specialist in the planning and implementation of learning experiences for students.</li> <li>6. Performs other duties of a comparable level or type, as required.</li> </ol>
---

**SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS**

<b>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</b>			
<b>REQUIRED EDUCATION/TRAINING (choose one)</b>		<b>DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)</b>	
	less than high school diploma		<b>Major field of study or degree emphasis:</b>
x	High school diploma or GED.		
	1 year college	2 years college	
	3 years college	4 years college	
	1st year graduate level		<b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b>
	2nd year graduate level		
<p><b>Required Work Experience in Addition to Formal Education/Training:</b> No prior experience required.</p>			
<b>LICENSE/ CERTIFICATION</b>		<b>Identify licenses/certification required:</b> Requires a MN Drivers License or evidence of equivalent mobility.	
<b>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</b>		<p><b>Skilled in:</b></p> <ul style="list-style-type: none"> <li>• Operating and maintaining media center equipment and software.</li> <li>• Using reference materials and performing internet research.</li> <li>• Cataloging, circulation, and bibliographic techniques.</li> <li>• Repairing and shelving books and other media materials.</li> <li>• Excellent interpersonal skills with children and adults.</li> <li>• Ability to multitask.</li> <li>• Supervising student behavior in accordance with media rules and guidelines.</li> <li>• Basic mathematics.</li> <li>• Presentational skills.</li> <li>• General typing or keyboarding skills.</li> <li>• Using circulation software system.</li> <li>• Maintaining and updating media center files and records accurately.</li> </ul>	



**PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)**

Amount of Time Spent					Amount of Time Spent				
Physical Activities	None	1/3 Less	1/3 to 2/3	Over 2/3	Lifting/Forcing Exerting	None	1/3 Less	1/3 to 2/3	Over 2/3
Stand			X		Up to 10 lbs			X	
Walk			X		Up to 25 lbs		X		
Sit			X		Up to 50 lbs		X		
Use hands to finger, handle or feel				X	Up to 100 lbs	X			
Reach with hands and arms				X	Over 100 lbs.	X			
Climb or balance		X							
Stoop, kneel, crouch or crawl			X						
Talk or hear				X					
Taste or smell	X								

**PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities**

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

**Medium Work:**

Exerting up to 50 pounds of force occasionally and/or negligible amount of force constantly to lift, carry, push, pull, or otherwise move objects in the performance of the job.

**HAZARDOUS WORKING CONDITIONS**

**Unusual or hazardous working conditions related to performance of duties:**  
Work is performed typically in a school and library setting. Work environment presents no risks or hazards associated with the work.



**SECTION IV: DISTRICT MISSION AND CORE VALUES**

<p><b>OUR MISSION</b></p>	<p><i>Our mission is to equip all students with the knowledge and skills to empower them to achieve their dreams and full potential while becoming responsible citizens in a dynamic world.</i></p>
<p><b>CORE VALUES</b></p>	<p><b>We believe that:</b></p> <ul style="list-style-type: none"> <li>• Trust and respect are fundamental for thriving relationships.</li> <li>• Our community flourishes when individuals, families and organizations collaborate.</li> <li>• Every person matters and has value.</li> <li>• Responsibility and accountability are essential for personal growth, organizational improvement and community engagement.</li> <li>• Commitment to high expectations is essential to help achieve full individual and collective potential.</li> </ul>
<p><b>MISSION OUTCOMES</b></p>	<p><b>By 2020, all students will...</b></p> <ul style="list-style-type: none"> <li>• Develop a personalized education path they can articulate and use to progress toward their evolving dreams.</li> <li>• Identify and choose positive ways they can take active ownership in their community while recognizing its diversity.</li> </ul>
<p><b>STRATEGIES</b></p>	<p><b>We will...</b></p> <ul style="list-style-type: none"> <li>• Ensure that every employee understands, supports and promotes our core values and mission.</li> <li>• Build trust and facilitate engagement with all ISD 15 stakeholders.</li> <li>• Align and support all educational programs and services to achieve our mission and mission outcomes.</li> </ul>
<p><b>STRATEGIC DELIMITERS</b></p>	<p><b>We will NOT...</b></p> <ul style="list-style-type: none"> <li>• Continue or adopt any program or service unless it is aligned with and advances the mission and is accompanied by the necessary human and financial resources</li> <li>• Make decisions without the use of relevant data provided by the appropriate personnel.</li> <li>• Allow past experiences to interfere with the consideration of new ideas.</li> </ul>

**SECTION V: CLASSIFICATION HISTORY AND APPROVAL**

<p><b>This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.</b></p>	
<p>_____</p> <p><b>Department Head's Signature</b></p>	<p>_____</p> <p><b>Date</b></p>
<p><b>Classification History:</b> Created classification description 5/2016 BCC</p>	

