

**LEXINGTON / RICHLAND SCHOOL DISTRICT FIVE, SOUTH CAROLINA
JOB DESCRIPTION, FEBRUARY 2005**

JOB TITLE: MEDIA ASSISTANT

GENERAL STATEMENT OF JOB

Under occasional supervision, assists the Media Specialist with non-professional library tasks required to manage the library and its collections, circulate materials, and provide reference, research and technical assistance for students and teachers. Reports to the Media Specialist.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Maintains and updates computerized inventory of library holdings and patron information; maintains card catalogs and other collection records as directed.

Schedules and video-records instructional programs as requested by teachers; assists in evaluating quality and effectiveness of programs for classroom use; schedules and sets up audio-visual equipment in classrooms as needed for viewing.

Assists in selecting, procuring and processing commercial videos for classroom use.

Prepares recorded video tapes, books, periodicals and other materials for circulation.

Assists students and teachers in selecting appropriate reading materials and information sources and in locating needed information for research / classroom projects.

Assists students (individually and in small or large groups) in the use of reference materials and in the development of research skills; assists students in using electronic resources and applications software.

Assists in administering small group MAP and other standardized testing.

Prepares and distributes overdue notices; receives and receipts payments for overdue, lost or damaged materials; prepares related financial reports.

Performs general library duties, including receiving and processing new materials, cataloging, checking materials in and out, shelving materials and straightening shelves, weeding materials, mending books, preparing book displays, etc.

Prepares and issues student library cards.

Assists Media Specialist in managing students and classes while in the media center.

May coordinate morning televised announcements, including scheduling studio schedule, setting up equipment and stage area, coordinating student news anchors and guests, and taping the live broadcasts.

Videotapes school events and productions.

Assists in instructing and supervising the work of student assistants and volunteers.

Assists in maintaining media center equipment and software; maintains and programs classroom televisions.

Assists in procuring library materials.

Assists in conducting annual physical inventory of library materials.

Assists in coordinating special programs, services and events as required, including the Accelerated Reader program, school book fairs and author visits.

Performs duties of Media Specialist as necessary in his/her absence.

Receives and responds to inquiries, requests for assistance and complaints in areas of responsibility.

Operates a variety of equipment such as computers, printers, scanner, audio-visual equipment, recording equipment, digital camera, copier, calculator, telephone, laminating machine, LCD equipment, etc.; uses clerical, copier, computer supplies.

Interacts and communicates with various groups and individuals such as the immediate supervisor, coworkers, teachers, other school administrators and staff, District administrators and staff, vendors / service providers, students, parents, volunteers and the general public.

Attends training, seminars and workshops, etc., to maintain and enhance job knowledge and skills.

ADDITIONAL JOB FUNCTIONS

May assist with morning and afternoon bus / carpool procedures as scheduled.

Performs routine office tasks as required, including but not limited to preparing routine records and reports, copying and filing documents, answering the telephone, sending and receiving faxes, entering and retrieving computer data, etc.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires high school diploma or GED equivalent supplemented by two to three years of general clerical or data processing experience, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must be able to type with speed and accuracy. Must possess a valid state driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Requires sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a recurring basis or routine keyboard operations.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving assignments and/or directions from supervisor.

Language Ability: Requires the ability to read a variety of policy and procedure manuals, computer manuals, reference materials, etc. Requires the ability to enter data into computer and prepare reports, correspondence, budgets, etc., with proper format, punctuation, spelling and grammar, using all parts of speech. Must be able to speak with poise, voice control and confidence and to articulate information to others.

Intelligence: Requires the ability to apply logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret an extensive variety of instructions in oral, written or diagrammatic form; to deal with several abstract and concrete variables. Requires the ability to make independent judgments in the absence of supervisor; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information and the ability to comprehend and implement basic office machinery functions.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently with persons of varying educational and cultural backgrounds.

Numerical Aptitude: Requires the ability to add and subtract totals, to multiply and divide, to determine percentages and decimals, to determine time. Must be able to use practical applications of fractions, percentages, ratio and proportion.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment and communications machinery.

Manual Dexterity: Requires the ability to handle a variety of items including computer keyboards, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under moderate stress when confronted with an emergency or tight deadline. The worker is subject to tension as a regular, consistent part of the job.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear). Must be able to hear and understand communications through a telephone.

PERFORMANCE INDICATORS

Knowledge of Job: Has knowledge of the methods, procedures and policies of the assigned school and Lexington Richland School District Five as they pertain to the performance of duties of the Media Center Assistant. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has the ability to plan, organize and prioritize daily assignments and work activities. Has knowledge of the methods and practices of school library operations, including circulation, reference services, etc. Has knowledge of the Dewey Decimal System. Has good general knowledge of reference topics, and is able to assist students and teachers in locating and researching information as needed. Has good knowledge of the various technologies used in media center operations and in classroom instruction, and is able to help teachers select and coordinate appropriate technology /

media resources for instructional use. Has working knowledge of television production equipment and methods, and is able to assist students produce daily news broadcasts. Has knowledge of and is able to use modern office practices and equipment, including computers for word processing, records management and instructional applications. Has knowledge of proper English usage, vocabulary, punctuation and spelling; has the mathematical ability to handle required calculations. Is able to type accurately at a rate sufficient for the successful performance of assigned duties. Knows how to maintain a variety of office equipment as necessary in the performance of daily activities. Is skilled in applying a responsible attention to detail as necessary in preparing records, reports and correspondence. Is able to read and interpret various materials pertaining to the responsibilities of the job. Knows how to perform duties in a courteous manner and with the utmost integrity in the best interest of the public. Knows how to maintain effective relationships with students, teachers, co-workers, personnel of other departments and members of the public through contact and cooperation. Has knowledge of the occupational hazards and safety precautions of the position. Is able to effectively perform assigned duties despite frequent interruptions. Knows how to react calmly and quickly in emergency situations. Has the ability to learn and utilize new skills and information to improve job performance and efficiency.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

Quantity of Work: Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

Relationships with Others: Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.