

**Jefferson School District  
Job Description**

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**Job Title:** Media Assistant  
**Reports To:** Librarian/Media Specialist/Principal  
**FLSA Status:** Non-Exempt

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**JOB SUMMARY**

Works under the supervision of an appropriately licensed teacher or administrator to manage the library collection and perform a variety of media center clerical and paraprofessional duties, including working with groups of students in developing media skills.

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**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

1. Follows and maintains knowledge of all District policy(ies) and procedures.
  2. Assists students, individually or in groups, with lesson assignments in a variety of subjects planned by the teacher.
  3. Catalogs and processes new books and equipment.
  4. Repairs, covers and binds damaged books.
  5. Supervises students during library visits.
  6. Prepares materials as requested by teaching staff for instruction.
  7. Assists media specialist as requested in delivering instruction.
  8. Processes check-ins and check-outs of books, periodicals, reference materials and audio-visual (A/V) equipment to staff and students before, during and after school.
  9. Assists with coordination and set-up of special events and book fairs in the library.
  10. Assists students and staff in the operation of media center facilities, materials and equipment.
  11. Works with students in groups or individuals assisting in the development of media and computer skills through help with reference work, selection of books and online reference searches.
  12. Maintains circulation records for library books, reference materials, periodicals and textbook depository.
  13. Inventories, orders and stocks library supplies, as needed.
  14. Assists in maintaining current records, tracking over-due and lost books, creating accounts for patrons and managing student library cards.
  15. Performs general office duties including answering phones, directing calls and taking messages as appropriate, greeting the public, typing, copying, filing, sorting materials and general correspondence.
  16. Assists students with managing behaviors and problem resolving conflicts.
  17. Participates effectively at regular team meetings with teacher and other support staff using appropriate social skills, problem solving and conflict resolution strategies.
  18. Evaluates student injuries, determines course of action, performs minor first aid in compliance with District policy(ies) and completes required paperwork in a timely fashion.
  19. Reports safety, sanitary and fire hazards immediately to supervisor.
  20. Maintains appropriate certifications and training hours as required.
  21. Complies with applicable District, state, local and federal laws, rules and regulations.
  22. Interacts thoughtfully and courteously with students, staff and community.
  23. Attends work regularly and is punctual.
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### MARGINAL DUTIES AND RESPONSIBILITIES

*Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

1. Attends in-service trainings.
2. Attends staff meetings.
3. Fills out communication log(s).
4. Administers tests as needed.
5. Assists with fundraisers.
6. Reports issues to authorities as necessary, animal control, suspicious activity, etc.

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### SUPERVISORY RESPONSIBILITIES

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

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### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** Associate's degree (A.A.) or equivalent from two-year college or technical school; or at least one year related experience and/or training; or equivalent combination of education and experience. Must be highly qualified under the reauthorized ESEA. Prior successful experience working in a school setting or working with children with varying disabilities strongly preferred.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Demonstrated ability to successfully work with and direct students.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to effectively present information and respond effectively to questions in one-on-one, small group situations to students and other school staff. Ability to verbally respond to common inquiries from students. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and governmental regulations. Ability to write routine reports and correspondence.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, schedule or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- **Computer Skills:** General knowledge of computer usage and ability to use, e-mail, internet software and word processing software. Ability to proficiently use the following programs strongly preferred: MS Word, Groupwise and Web Portal. Ability to type accurately and proficiently.

- **Other Skills and Abilities:** Ability to appropriately communicate with students, teachers, parents and members of the community. Ability to exercise good judgment and work in an environment with constant interruptions.
- **Certificates, Licenses, Registrations:** Certificates as determined by the District including meeting current highly qualified requirements under the reauthorized ESEA. Ability to obtain a valid CPR/First Aid card, bloodborne pathogen training and blood spill training.

### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; stand; sit; use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is occasionally required to stoop, kneel or crouch. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 100 pounds. The employee may occasionally climb stairs or ladders. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision.

### Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is a standard classroom setting. The noise level in the work environment is usually low to moderate, but occasionally high depending upon student population and activities. The employee is occasionally exposed to wet or humid conditions and outdoor weather conditions. Employee may be exposed to bloodborne pathogens.

### OTHER

**Note:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Prepared By: OSBA

Prepared Date: February 2017

I have read and understand this job description.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_