

TITLE: Instructional Assistant, Media Center

REPORTS TO: Building Administrator/Media Specialist

FAIR LABOR STANDARDS ACT (FLSA): Non-Exempt. This position is an hourly position.

QUALIFICATIONS:

1. Submit to a criminal history check as required by the school district.
2. Be at least 21 years of age at the time of initial employment.
3. Have a high school diploma or the equivalent.
4. Demonstrated aptitude for the work to be performed.
5. Skilled in computer technology.
6. Demonstrated ability to assist students with computer work.
7. Library experience helpful.
8. Demonstrated ability to work effectively with students, teachers, parents, and administrators preferred.
9. Demonstrated positive interpersonal skills.
10. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
11. Must be proficient in English both oral and written.
12. Have standards of moral character as required of teachers.

JOB GOALS: To assist the Media Specialist in providing a well organized, smoothly functioning media center environment in which students and staff can take full advantage of the media materials available.

ESSENTIAL JOB FUNCTIONS:

I. Personal Qualities:

1. Presents a positive attitude by appearance, personal neatness, personal habits and punctuality.
2. Communicates and works cooperatively with other members of the staff and public.
3. Is neat in appearance and dresses appropriately for the position.
4. Maintains confidentiality and honesty in performing assigned tasks.
5. Functions in a positive attitude where there is pressure, frequent interruptions, and in an atmosphere which may be stressful.

II. General Duties

1. Maintains records.
2. Shelves books, files materials, and keeps the library in order.
3. Maintains, locates and circulates audio-visual equipment. Keeps audio-visual resources in proper order.
4. Maintains a shelf list and keeps teachers informed concerning overdue materials.
5. Prepares current magazines for shelving and stores discarded magazines for other uses.
6. Maintains an annual inventory of the library materials.
7. Is responsible for duties as assigned by the building administrator.
8. Participates in reviewing ESD books for ESD book reviews.
9. Accesses a computer and checks on announcements and notices on a daily basis.

10. Uses a computer to complete employment data on a daily basis including but not limited by days and/or hours worked, days absent and/or present and relevant history such as sick leave and personal leave.
11. Follows all District policies and those contained in the appropriate district handbook.
12. Performs other tasks as assigned by the building administrator.
13. May be assigned detention or study hall supervision with small groups of students.

III. Media Center

1. Orders and receives books and ESD materials selected for purchase by the building administrator and media specialist.
2. Maintain files of media material.
3. Makes simple repairs on damaged books.
4. Shelves incoming books.
5. Maintains current inventory of supplies and suggests items for acquisition as needed.
6. Oversees the general neatness and attractiveness of the media center and its displays.
7. Helps students with research using the computer and/or reference books.
8. Assists in maintaining proper student discipline.
9. Uses computer to enter media center data and to install new software.
10. Assist in computerized testing of students.
11. Assist in on-line education for students.
12. Performs related duties as required.
13. Troubleshoots AV/computer problems and communicates with media specialist about recurring problems.

IV. Timeliness:

1. Manages time properly.
2. Returns requested information by the date and time specified.
3. Attends all meetings as required; attends in a prompt manner, and remains throughout the meeting.
4. Notifies the building administrator in event of illness.

Physical Qualifications: 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. If this position is shared between campuses, driving may be necessary. Employee may use hands for repetitive single grasping, pushing/pulling, and fine manipulation.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand, walk, stoop, kneel, crouch, bend, twist, or climb. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

The employee must frequently lift, carry, and/or move up to 25 pounds, and occasionally lift, carry, and/or move up to 50 pounds.

Terms of Employment: Assistants will be employed on all student contact days, at varying hours per day. Wage and benefits are as outlined and agreed to in the collective bargaining agreement between Monroe School District #1J and OSEA Chapter #83.

Mandatory Child Abuse Reporting: As mandatory reporters (ORS 419b.010) all employees are required to immediately report to Law Enforcement and/or Department of Human Services any instance of suspected child abuse.

Evaluation: Performance of this position will be evaluated annually.

Reviewed by: _____ **Date:** _____