

DURANGO SCHOOL DISTRICT 9-R

JOB DESCRIPTION

Job Title: Media Aide
Job Family: Student Support
Department: Student Services and School Based
Typical Work Year: 9 months

Pay Grade: ESP Salary Schedule
FLSA Status: Non-exempt
Prepared Date: July 1, 2015, rev. 7/1/18

SUMMARY Assist in overseeing and organizing all aspects of the library including the use of facilities, equipment technology, collections, etc. in conjunction with the district library.

ESSENTIAL DUTIES AND RESPONSIBILITIES *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. The frequency and percentage of time of duties may vary based on building or department assignment.*

- Performs circulation desk duties and activities; checks in/out books, videos and magazines; checks in/out and/or schedules A/V equipment for staff and students, and other resource materials via the library's computer program.
- Assist in maintaining a library climate that promotes reading, learning, collaboration, and flexible use of facilities.
- Instructs and assists students, staff, and patrons with locating resource materials and the use of the computerized library card catalog; performs circulation updates on computer.
- Organizes materials; shelves library materials using the Dewey Decimal System; rearranges shelving as necessary. Prepares displays and bulletin boards.
- Repairs and maintains materials.
- Supervises students in the library and/or computer lab to maintain a learning atmosphere.
- Assists in generating overdue notices for resource materials via the computerized library system. Assists in determining costs to replace lost/damaged books, videos, and other resources. Assists in keeping accurate records of fines/payments.
- Prepares new materials for circulation. Uses computer library system to manage cataloging new materials. Research and determine appropriate subject headings and revise as necessary.
- Assists in managing inter-library loans.
- Assists with inventorying computer equipment throughout the school
- Performs lunch, recess, crosswalk, etc. duties as assigned.
- Instructs students on proper library behaviors, use of shelf markers, library policies, and care of checked out materials.
- Performs other duties as assigned

EDUCATION AND TRAINING: High school diploma or equivalent.

EXPERIENCE: None required. Experience in a school setting and/or educational training preferred.

CERTIFICATES, LICENSES, & REGISTRATIONS: Criminal Background Check required for hire.

TECHNICAL SKILLS, KNOWLEDGE, & ABILITIES:

- Oral and written communication skills.
- English language skills; multilingual skills preferred.
- Interpersonal relations skills.
- Personal computer and keyboarding skills.
- Customer service and public relations skills.
- Critical thinking and problem solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks/priorities with frequent interruptions.
- Ability to promote and follow Board of Education policies, Superintendent policies and building/department procedures.
- Ability to communicate, interact and work effectively and cooperatively in a team setting
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Office, email/calendar systems.
- Operating knowledge of and experience with library software preferred at time of hire. Required within one month of hire.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

Reports to: Building Administrator
Licensed Teacher(s)

Direct Reports: This job has no supervisory responsibilities

- Responsible for supervising the behavior and well-being of students in the classroom, getting on and off the bus, at recess, lunch, and to and from classes.

BUDGET AND/OR RESOURCE RESPONSIBILITY: This job has no budgetary responsibilities.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit			X	
Use hands to finger, handle or feed			X	
Reach with hands and arms			X	
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate			X	
Copy			X	
Coordinate		X		
Instruct				X
Compute		X		
Synthesize	X			

Evaluate			X	
Interpersonal Skills				X
Compile			X	
Negotiate	X			

WORK ENVIRONMENT:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	X
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	

The signatures below indicate that job description has been reviewed by the employee with the supervisor.

Employee Name (Print)

Employee Signature

Date

Supervisor Name (Print)

Supervisor Signature

Date