



## Columbia County School District Job Description

<b>Position Title:</b> Media Paraprofessional		
<b>Department:</b> School	<b>Evaluation Instrument:</b> Performance will be evaluated annually by the Principal in accordance with Policy GBI – Evaluation of Personnel.	
<b>Pay Grade:</b> General Services Salary Schedule, Grade E	<b>Pay Type:</b> Non-Exempt	<b>Retirement:</b> TRS
<b>Contract Work Year:</b> 185 Days Per Year, 8 Hours Per Day		
<b>Reports to:</b> Principal; Media Specialist		

### MINIMUM QUALIFICATIONS

**Education:** Must have completed two years of higher education study (60 semester hours or 90 quarter hours) OR must have obtained an Associate’s or higher degree OR must possess at least a high school diploma or GED equivalent and have passed a formal state or local academic assessment that demonstrates knowledge of and the ability to assist in instructing reading, writing and mathematics, or instructing reading, writing, and mathematics readiness.

**Essential Knowledge/Skills:** Knowledge of and the ability to assist in instructing reading, writing and mathematics. Office recordkeeping. Organizational skills to maintain extensive filing system. Possess pleasant personality, effective communication skills, positive attitude and self-motivation. Computer training required. Knowledge of office and media equipment. Proficient typing/word processing skills (45 wpm preferred)

**Training:** Required to participate in training necessary to renew a paraprofessional certificate as mandated by Rule 505-2-.19 of the Georgia Professional Standards Commission of the State of Georgia (O.C.G.A. 20-2-215).

### GOAL

Contribute to the successful achievement of the Columbia County School District mission and major system priorities by supporting the effective organization and operations of the school environment to optimize student learning, instructional programs and related activities.

### REPRESENTATIVE DUTIES & RESPONSIBILITIES

- Circulation:
  - Supervises circulation desk
  - Handles circulation of print and non-print media, and equipment
  - Prepares overdue lists, notices, letters to parents as needed
  - Collects and records fees for lost books and overdue media
- Shelving materials:
  - Shelves print and non-print
  - Organizes shelf reading & directs volunteers in shelf reading
- Preparation of materials:
  - Receives material and equipment
  - Checks against order forms and marks with school ID
  - Updates records on Media Center automation program
  - Prepares all material and equipment for circulation (spine labels, barcodes, price etc.)
- Acquisition of materials:
  - Assists in preparation of consideration file from material selected by the Media Specialist
  - Shelves processed media and equipment and displays as directed

- Operation and maintenance of equipment in Media Center:
  - Replaces lamps, toner/printer cartridges, paper and other equipment related parts as needed
  - Assists teachers and students in operation of equipment and technology
  - Checks equipment returned for repair
  - Maintains Repair Log
- Magazines, Newspapers:
  - Checks in, processes and distributes magazines and newspapers
  - Places media in proper areas for use and files old issues
- General Clerical Duties:
  - Types correspondence, newsletters, etc. as requested
  - Prepares bibliographies and reserves materials as needed
  - Assists in ordering media supplies
- Displays and bulletin boards:
  - Assists in setting up and maintaining displays
  - Assists in putting up bulletins boards in a timely manner
- Students/Teachers:
  - Assists students and teachers in use of the Media Center (location and circulation of materials, etc.)
  - Assists students and teachers in the use of the automated library management system and research sources
  - Assists with video/story hour activities for primary grades
- Production and Broadcast Duties:
  - Laminates
  - Uses electronic distribution system with live telecasts, taped programs and cable programming
  - Assists in the use of technology
- Additional Responsibilities:
  - Assists in media projects including book fairs
  - Maintains equipment such as coin operated machines
  - Is in charge of the Media Center when the Media Specialist(s) is/are out
  - Mends and repairs print, non-print materials
  - Assists with Media inventory
  - Carries out additional assignments directed by the Media Specialist and school administrator

#### **IMPORTANT NOTES**

##### **ESSENTIAL DUTIES**

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

##### **MINIMUM REQUIREMENTS**

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

**Revised:** November 2015