



**HOWARD LAKE – WAVERLY – WINSTED ISD 2687**

**JOB DESCRIPTION OF POSITION:**

Under the direction of the building Principal maintains a neat and orderly Media Center, as well as assisting students and staff as needed.

<b>Job Title:</b>	Media Assistant (Minimum Technology)	<b>Revised Date:</b>	11-13-17
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Job Description: Oversees Media Center, help students and staff.

Duties may vary per building.

- Assist students in computer lab.
- Assist students/staff in Media Center to locate needed resources.
- Check out and file books.
- Place book orders.
- Assist with technology instruction.
- Promotes school wide literacy.
- Assists with monitoring testing.
- Supervises students Media Center and recess time
- Maintain safe environment.
- Other duties as assigned.

<b>Job Location:</b>	Howard Lake MN	<b>Company Industry:</b>	Public School
<b>Job Role:</b>	Media Assistant	<b>Employment Status:</b>	Part-time
<b>Employment Type:</b>	Employee	<b>Manages Others:</b>	No
<b>Band-Grade-Sub Grade:</b>	B-2-2		
<b>State Job Match Points:</b>	138		

**Qualifications:**

- \* Strong interpersonal skills.
- \* Ability to multi-task
- \* Some computer knowledge
- \* Strong organization skills

<b>Career Level:</b>	Entry Level	<b>Years of Experience:</b>	[1-3 years]
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<b>Degree:</b>	High school or Equivalent
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**Collective Bargaining Agreement – Paraprofessional Union**

<b>Approved By: Jen Olson</b>	<b>Date Approved: 11-4-13</b>
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