



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.

Job Title:	Media Assistant (Technology Required)	Revised Date:	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.
- Monitors MCA and MAP testing.
- Supervises students during study hall and recess time
- Maintain safe environment.
- Other duties as assigned.

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

Qualifications:

- * Strong interpersonal skills.
- * Ability to multi-task
- * Has strong background in classic and current elementary/middle school literature
- * Excellent computer knowledge
- * Strong organization skills

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

Approved By: Jim Schimelpfenig	Date Approved: 11-4-13
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