

# Red Wing Public Schools Position Description

## Media and Technology Paraprofessional

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### General Information

Department:	Instructional
Unit:	RW Education Support Personnel Association
Immediate Supervisor:	Building Principal
Grade Placement:	8
FLSA Status:	Non-Exempt

### Position Summary

The Media/Technology Para performs a variety of duties involved in the operation and maintenance of the media center and in providing assistance to students and staff in using media equipment, technology, and materials. Duties may differ from building to building depending upon assignments but typically involve such examples of work as assisting students and staff locate reference and instructional materials; assisting in circulating media materials in and out of the library; assisting students and staff utilize media technology in locating desired materials or working in computer labs; assists in proctoring assessments; assisting in shelving and organizing media materials; monitoring and supervising student behavior in the media center in accordance with media center rules and procedures; and assisting in processing in new media materials.

### Essential Duties and Responsibilities

1.	Supervises, assists and monitors individual students in the media center.  a) Monitors the use of media center equipment and resources. b) Monitors student behaviors and enforces media center rules and consequences. c) Monitors computer usage to assure guidelines and rules. d) Provides assistance in locating, obtaining or using print and non-print materials. e) Assists students utilize websites, media databases, or media technology to locate, research or find materials. f) Oversees the delivery of films from the District's collection throughout the district.
2.	Proctors MCA testing and the set up and/or assistance in STAR testing. Assures computers are set up and ready for testing.
3.	Performs circulation duties within the media center. a) Operates and utilizes circulation software to check materials in/out of the media center. b) Places holds on materials and processes overdue materials. c) Places and orders materials through interlibrary loan processes.

4.	Provides general assistance to teachers, media specialist/generalist, and students in locating and collecting materials; answering basic reference questions regarding print and non-print materials; assisting in utilizing on-line databases and library lookups; records programs for staff; and assisting students and staff utilize media center technology (e.g. computers, applications, AV/audio equipment, projectors, sets up of video/DVD/laptops, etc.) and troubleshooting equipment, as able.
5.	<p>Performs a variety of tasks to maintain the library collection and facilities.</p> <ul style="list-style-type: none"> <li>a) Shelves new books, returned books or re-shelves materials in their proper location.</li> <li>b) Processes all new media materials and updates records on the Library Management System; attaches bar codes, creates spine labels, maintains and processes periodical records.</li> <li>c) Assists in copying materials, laminating materials, or other clerical support functions.</li> <li>d) Assists in preparing and maintaining media displays/bulletin boards, creates posters, and maintains supply inventories.</li> <li>e) Adds new student IDs and passwords into the computer system.</li> <li>f) Adds or removes materials from the media collection.</li> <li>g) Assists students and teachers with making copies of media materials.</li> <li>h) Collects money for overdue, damaged or lost library materials.</li> <li>i) Assists in performing annual inventory of books and equipment.</li> </ul>
6.	Performs other duties of a comparable level or type as apparent or assigned by his or her supervisor(s).

### **Required Education, Training, and Work Experience**

Required Education / Training: High school diploma or GED

Degree Information: Not applicable

Major Field of Study or Degree Emphasis: Not applicable

Required Work Experience: Minimum of 1 year of secretarial, clerical, or customer service / support experience

Licenses / Certifications Required: None

## **Essential Knowledge Required to Perform the Essential Functions of the Position**

- District policies, guidelines, rules or philosophy pertaining to discipline and appropriate student behavior and consequences.
- Library and media center operation, organization and routines.
- Basic understanding of school computer systems, media equipment, and basic understanding of computer operations relevant to library science and its specialized circulation and catalog software.
- Organization of resource materials and uses for various research databases.
- Internet search engines.
- Basic office procedures, equipment and operations.
- Basic knowledge of cataloging and processing of media materials.

## **Essential Skills Required to Perform the Work**

- Operating, troubleshooting and maintaining media center equipment and computers.
- Loading applications, setting up computers, proctoring test, and following testing instructions/procedures.
- Using reference materials and performing internet research; research techniques.
- Cataloging, circulation, and bibliographic techniques.
- Repairing books.
- Excellent interpersonal skills with children and adults.
- Operation of basic business equipment and business productivity software (e.g. word processing, spreadsheets, internet browsers, email, etc.)
- Excellent verbal and written communication skills.
- Ability to multitask.
- Supervising student behavior in accordance with media rules and guidelines.
- Basic mathematics.
- General typing or keyboarding skills.
- Using circulation software system.
- Maintaining and updating media center files and records accurately.

## Typical Physical Demands for this Position

Summary of Physical Job Requirements:

Physical requirements associated with the position can be best summarized as Light Work: Exerting up to 25 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull, or otherwise move objects in the performance of the job.

Physical Job Requirements:

	Amount of Time Spent			
	None	1/3 or Less	1/3 to 2/3	Over 2/3
<b>Physical Activities</b>				
Stand			X	
Walk			X	
Sit		X		
Use hands to finger, handle or feel				X
Reach with hands arms				X
Climb or balance		X		
Stoop, kneel, crouch or crawl			X	
Talk or hear				X
Taste or smell	X			
<b>Lifting / Forcing Exerted</b>				
Up to 10 pounds				X
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Unusual or Hazardous Working Conditions Related to Performance of Duties:

Duties are generally performed in a typical media center setting where there are minimal environmental hazards and risks associated with the performance of assigned duties and tasks. Employee may be subject to disagreeable human interactions and disagreements due do to the enforcement of media center rules and procedures.

## Classification History and Approval

Created: 7/2014 by Bjorklund Compensation Consulting

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