

POSITION DESCRIPTION

NORTHFIELD PUBLIC SCHOOLS

November 2008

SECTION I: GENERAL INFORMATION

Position Title: Educational Assistant – Media (Class II)	Department: Media Center
Immediate Supervisor's Position Title: Media Specialist/Librarian	FLSA Status Non-Exempt
Band/Grade/Subgrade: A-1-3	Bargaining Unit: Educational Assistants Local #6030
Job Summary: Under the direction of the Building Principal and guidance of the Media Specialist, the Media Educational Assistant facilitates students' education and supports curriculum by assisting in the operation of the media center. Assists students and staff with technology and media needs, including materials and equipment. Supervises various student activities. Catalogs, processes and maintains both print and non-print materials.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility: Manages the daily use and activities of the media center.
Percent of Time:	45%	
Tasks involved in fulfilling above duty/responsibility: <ul style="list-style-type: none"> • Assists in establishing a climate which stimulates learning and utilization of media center resources, by enforcing rules and assisting clientele; disciplines students, in accordance with school rules, when necessary. • Assists students and staff in the selection and utilization of media center materials, including books and reference materials. Assists students in finding books which reflect the appropriate reading level. • Reinforces concepts students have learned from teachers; reads to elementary school age children, and occasionally, tutors students. • Utilizes the Accelerated Reader software program, which tests students' reading comprehension, for teachers; Enters data and troubleshoots problems. • Promotes and monitors the appropriate conduct of students; assists with and supervises scheduled classes, and posts schedules on the website. Assembles materials needed for specific class assignments. • Assists in developing habits of independent research, use of reference materials, and skills in using other aspects of the media center. • Assists students with the use of computer software programs, the internet, and e-mail; troubleshoots computer problems. • Checks out/checks in books to/from students. 		

Duty/Responsibility No:	2	Statement of duty/responsibility: Manages the media center budget, purchases materials, and performs routine clerical tasks.
Percent of Time:	10%	

Tasks involved in fulfilling above duty/responsibility:

- Determines fund balances and performs related bookkeeping.
- Assists the media specialist with purchasing books, reference materials, computer software and supplies; places orders for such.
- Assists in selecting and evaluating new materials for the media center; identifies materials for acquisition.
- Performs miscellaneous clerical tasks, including preparing monthly reports on Media Center and Computer Lab instructional usage, as well as other statistical information.

Duty/Responsibility No:	3	Statement of duty/responsibility: Tracks books, reference materials, and users of the media center.
Percent of Time:	20%	

Tasks involved in fulfilling above duty/responsibility:

- Catalogs and processes media center materials. Determines the correct Dewey Decimal placement of materials according to the Library of Congress standards.
- Rearranges and/or catalogs materials.
- Shelves books in the appropriate location.
- Manages the operation of the media center catalog automation system; enters information into the Winnebago program.
- Determines setup, records of patrons and materials, circulation, backup and inventory of the collection.
- Selects and prepares materials for the pamphlet file.
- Prints and affixes labels.

Duty/Responsibility No:	4	Statement of duty/responsibility: Coordinates the use of audiovisual and other equipment.
Percent of Time:	10%	

Tasks involved in fulfilling above duty/responsibility:

- Assists in operating and disbursing equipment including, but not limited to, projectors, tape recorders, video cameras, digital cameras, and zip drives.

Duty/Responsibility No:	5	Statement of duty/responsibility: Assists teachers, student assistants and work study students with various media center tasks.
Percent of Time:	10%	

Tasks involved in fulfilling above duty/responsibility:

- Performs research for teachers and staff, utilizing a variety of methods, including the internet.
- Supervises media center volunteers and Carleton College work study students in coordinating their duties, resulting in an effective operation.
- Participates in the recruitment, selection, orientation and supervising of student assistants.
- Assumes responsibility for the media center when the media specialist is not present.

Duty/Responsibility No:	6	Statement of duty/responsibility: Performs other miscellaneous preparatory duties.
Percent of Time:	5%	

Tasks involved in fulfilling above duty/responsibility:

- Repairs books.
- Maintains a clean and orderly media center by straightening chairs and tables, and picking up materials.

Duty/Responsibility No:	7	Statement of duty/responsibility: Performs other comparable duties of a like or similar nature as assigned.
Percent of Time:		
Tasks involved in fulfilling above duty/responsibility:		

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:				
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)		
	less than high school diploma	Major field of study or degree emphasis:		
x	High school diploma or GED.			
	1 year college			2 years college
	3 years college			4 years college
	1st year graduate level	Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • General working knowledge of desktop computers, and the internet. • Media resources. • General knowledge of children’s literature. • Fundamentals of child development and behavior, and learning style. • Library organization and the Dewey Decimal System • Correct grammar usage and spelling. • Reading interests of elementary, middle school, and high school children. • Fundamentals of office organization, practices and procedures. 		
	2nd year graduate level			
	Doctorate level			
EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:				
Required Work Experience in Addition to Formal Education/Training: None; but, experience working in a school setting with students, especially in a media center, is preferred.				
Required Supervisory Experience: None required.				

LICENSE/ CERTIFICATION	Identify licenses/certification required upon hiring: None required.
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ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	<p>Skilled in:</p> <ul style="list-style-type: none"> ● Operating and maintaining camcorders and video equipment, and other audiovisual equipment. ● Using reference materials and performing internet research; research techniques. ● Cataloging, circulation, and bibliographic techniques. ● Repairing books. ● Excellent interpersonal skills with children and adults. ● Excellent verbal and written communication skills. ● Ability to multitask. ● Supervising students and working with children; being patient of and caring for children. ● Basic mathematics. ● General typing or keyboarding skills. ● Operating laminating equipment. ● In using the Winnebago circulation software system. ● Managing budgets and working with spreadsheets. ● Using the Accelerated Reader software program
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RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS		
	Titles of Positions Directly Supervised	# of Employees
1		
TOTAL		

INDIRECT SUPERVISION:	
Number of employees indirectly supervised:	Total:

HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>	Work is performed under normal classroom or office conditions and there are minimal environmental risks or disagreeable conditions associated with the work. Occasionally, work is performed in outdoor weather conditions, such as supervising students on playground.
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand			x	
Walk / Fast Walk			x	
Sit: at various heights from floor to adult-sized chair			x	
Use hands dexterously (use fingers to handle, feel)			x	

Reach with hands and arms			x	
Climb or balance		x		
Stoop/kneel/crouch or crawl		x		
Talk or hear				x
Taste or smell		x		
Physical (Lift & carry; push & pull): up to 10 pounds			x	
up to 25 pounds		x		
up to 50 pounds	x			
up to 75 pounds	x			
up to 100 pounds	x			
more than 100 pounds	x			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Light Work:

Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Signature – Department Head

Date

Signature – Human Resources

Date

Classification History: