

**TITLE:** Media Paraprofessional

**QUALIFICATIONS:**

1. High School Diploma or equivalent
2. Paraprofessional Certificate
3. Demonstrated aptitude for the work to be performed
4. Such alternatives to the above qualifications as the Board may find appropriate acceptable

**REPORTS TO:** School Services Director and Media Specialist

**JOB GOALS:** Paraprofessionals have secretarial and clerical competencies that enable them to perform tasks related to the ordering, receipt, maintenance, inventory, production, circulation, and utilization of materials and equipment. Media paraprofessionals working directly with users must be able to respond effectively to their needs. They carry out all tasks under the direction of the professional members of the media staff. Typical duties of media paraprofessionals include (this list may not be all inclusive):

**PERFORMANCE RESPONSIBILITIES:**

1. Preparing, processing, and receiving orders.
2. Processing materials
3. Maintaining records, inventories, and bookkeeping accounts.
4. Typing correspondence, reports, and bibliographies.
5. Locating and retrieving materials and equipment for users and assisting them in using media center resources.
6. Assist in the production of materials, e.g., transparencies, models, audiotapes, and videotapes.
7. Assist in the operation and minor repair of equipment, and in the maintenance and repair of materials.
8. Shelving, filing, and copying materials.
9. Checking lists and bibliographies to determine availability of materials.
10. Performing circulation tasks such as charging, discharging, reserving, booking, scheduling and delivery of materials and equipment.
11. Respond to the needs and interests of students under the supervision of the Media Specialist.
12. Performs other duties, as assigned.

**TERMS OF EMPLOYMENT:** Ten, eleven, or twelve-month year. Salary and work year to be established by the Board

**EVALUATION:** Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of professional personnel.