

Job Title: Media Paraprofessional

Job Type: Full Time

Compensation: Commensurate with experience and qualifications

Position Summary: Furlow Charter School is a free public school serving students throughout Sumter County, Georgia. Our academic curriculum emphasizes project-based learning and service learning, with additional emphasis on fine arts and foreign language education. Furlow serves a student population of approximately 600 students in grades K-12. Our mission is to foster success among our diverse community of students, through innovative approaches to public education that encourage critical thinking and multi-disciplinary learning in an active, inclusive, and engaging educational environment. FCS is committed to fostering cultural awareness, inclusivity, social responsibility, and academic awareness through innovative pedagogy.

Furlow is currently seeking a media paraprofessional to serve as support staff working under the supervision of the media specialist.

Essential Duties: Performed under the general supervision of the media specialist, essential duties may include but not be limited to the following:

- Circulation:
 - Supervises circulation desk
 - Handles circulation of print and non-print media, and equipment
 - Prepares overdue lists, notices, and letters to parents as needed
 - Collects and records fees for lost books and overdue media
- Shelving materials:
 - Shelves print and non-print
 - Organizes shelf reading & directs volunteers in shelf reading
- Preparation of materials:
 - Receives material and equipment
 - Checks against order forms and marks with school ID
 - Updates records on Media Center automation program
 - Prepares all material and equipment for circulation (spine labels, barcodes, price etc.)
- Acquisition of materials:
 - Assists in preparation of consideration file from material selected by the Media Specialist
 - Shelves processed media and equipment and displays as directed
- Operation and maintenance of equipment in Media Center:
 - Replaces lamps, toner/printer cartridges, paper and other equipment-related parts as needed
 - Assists teachers and students in operation of equipment and technology

- Checks equipment returned for repair
 - Maintains Repair Log
- Magazines, Newspapers:
 - Checks in, processes and distributes magazines and newspapers
 - Places media in proper areas for use and files old issues
- General Clerical Duties:
 - Types correspondence, newsletters, etc. as requested
 - Prepares bibliographies and reserves materials as needed
 - Assists in ordering media supplies
- Displays and bulletin boards:
 - Assists in setting up and maintaining displays
 - Assists in putting up bulletin boards in a timely manner
- Scholars/Advisors:
 - Assists scholars & advisors in use of the Media Center (location & circulation of materials, etc.)
 - Assists scholars and advisors in the use of the automated library management system and research sources
 - Assists with video/story hour activities for primary grades
- Production and Broadcast Duties:
 - Laminates
 - Uses electronic distribution system with live telecasts, taped programs and cable programming
 - Assists in the use of technology
- Additional Responsibilities:
 - Assists in media projects including book fairs
 - Maintains equipment such as coin operated machines
 - Is in charge of the Media Center when the Media Specialist(s) is/are out
 - Mends and repairs print, non-print materials
 - Assists with Media inventory
 - Carries out additional assignments directed by the Media Specialist and school administrators

REQUIRED QUALIFICATIONS AND EXPERIENCE

Education: Must have completed two years of higher education study (60 semester hours or 90 quarter hours) OR must have obtained an Associate's or higher degree or must possess at least a high school diploma or GED equivalent and have passed a formal state or local academic assessment that demonstrates knowledge of and the ability to assist in instructing reading, writing and mathematics, or instructing reading, writing, and mathematics readiness.

Physical Requirements: May require regular lifting, carrying or transferring of 100 lbs; continuous standing, running, squatting, twisting, pushing, pulling and sitting on the floor to complete activities. Must be able to complete tasks with minimal supervision. To be successful, must have emotional maturity and be patient with students.

HOW TO APPLY: Interested candidates should email the following to Mariyana Kostov at mkostov@sumterschools.org

- A cover letter explaining your interest in the position
- Resume outlining your education, prior work experience, community/civic involvement history, and contact information for two professional references

Furlow Charter School is an Equal Opportunity Employer. Furlow Charter School does not discriminate on the basis of race, color, sex, national origin, disability, or age in its employment practices.