



## Rockford Area Schools Job Description

# Media Center Paraprofessional

### General Definition of Work

Performs intermediate administrative support work assisting students and teachers in the use of the Media Center and its resources, and related work as apparent or assigned. Work is performed under the limited supervision of the Principal.

### Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### Essential Functions

Maintains electronic catalog/circulation system to include adding new materials; monitors students and staff checking out and returning materials; issues overdue notices when required; shelves and maintains the order of the Media.

Schedules computer labs and equipment for classroom use.

Monitors students in the Media Center; acts as an outside resource to staff and students as required.

Troubleshoots technology and equipment issues; refers to technology staff as required.

Media processing to include bar-coding, spine labeling, stamping, covering and repairing material as required.

Assists with various programs as required such as "Battle of the Books" and Book Fair.

Performs other duties as assigned by the principal such as overseeing lunchroom and recess.

### Knowledge, Skills and Abilities

Thorough knowledge of District Policy and Procedures Manual and Updates; thorough knowledge of Emergency Procedures and Updates; thorough knowledge of the district's internet policy and Student Handbook, thorough knowledge of NWSISD resources; thorough knowledge of Destiny Handbook and software; thorough knowledge of standard office equipment, computer hardware and related software; general knowledge of standard media equipment such as projectors, CPS, iPads, chrome books and cameras; knowledge of the Dewey Decimal system; ability to make arithmetic computations using whole numbers, fraction and decimals; ability to compute rates, ratios and percentages; ability to establish and maintain effective working relationships with associates, students and parents.

### Education and Experience

High school diploma or GED and minimal experience, or equivalent combination of education and experience.

### Physical Requirements

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force; work regularly requires standing, walking, speaking or bearing, using hands to finger, handle or feel, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions and occasionally requires sitting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a quiet location (e.g. library, private offices).

### Special Requirements

None