

NORTH SCOTT COMMUNITY SCHOOL DISTRICT

TITLE: Media Center Aide

QUALIFICATIONS:

1. Certified on an employees medical examination form to be fully qualified in health for the position by a licensed physician.
2. High School graduation including courses in English, mathematics, and computer a
3. Experience in demonstrated competence in tasks assigned.
4. Such alternatives to the above qualifications as the Board may find appropriate and a

REPORTS TO: To the Building Principal and media specialist

JOB GOAL: To assist teachers and students in the effective use of the media center as a learning resource.

PERFORMANCE RESPONSIBILITIES:

1. Assists individual students in locating reference materials and other instructional n
2. Assists students in making proper use of center equipment and materials.
3. Keeps center materials and equipment in working order.
4. Operates the circulation desk and keeps complete circulation files.
5. Operates equipment and apparatus on request, either in the media center or elsewhere.
6. Reads to small groups of students and listens to individual students read.
7. Assumes responsibility for cataloging and filing learning materials.
8. Assists in preparing and maintaining educational displays.
9. Coordinates media material distribution and collection.
10. Assists teachers and students with the proper use and operation of equipment.
11. Other duties as assigned by the principal

TERMS OF EMPLOYMENT: Ten month year. Salary established by the Board.

EVALUATION: Performance of this job will be evaluated per contract language.

Approved by: _____ Date: _____

Reviewed and agreed to by _____ Date: _____
(Incumbent)

(This job description contains only measurable performance responsibilities).

4/4/03

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4/1/03