

# FLAGLER COUNTY SCHOOL DISTRICT

## JOB DESCRIPTION

### MEDIA AIDE

#### QUALIFICATIONS:

- (1) Associates degree, 60 college credits, or a passing score on the Florida Para Pro test.
- (2) Type at prescribed rate of speed.
- (3) Computer proficiency.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Ability to type. Ability to utilize computers / software. Ability to organize and follow directions. Knowledge of audio-visual equipment. Knowledge of basic media procedures. Ability to set-up, maintain and catalog a wide variety of print materials. Knowledge of student management techniques. Ability to be flexible. Effective oral and written communication skills. Ability to apply computer knowledge to work situations.

#### REPORTS TO:

Teacher, Media Specialist

#### JOB GOAL

To assist Teacher, Media Specialist in providing a smooth functioning environment in which teachers and students can take full advantage of available media center resources.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

- \* (1) Use computers and software programs such as: Circulation Plus, Prodigy, Sun Link, Appleworks and Quick Card, Internet.
- (2) Apply knowledge of IBM, IBM Compatible and Apple Computers.
- \* (3) Help teachers and students quickly locate books and reference materials.
- \* (4) Use, maintain and schedule audio-visual equipment, including closed circuit TV, CD ROM, overhead projector, VCR, public address system, movie projector, filmstrip projector and laser disc interactive video.
- \* (5) Communicate effectively with students, staff and parents.
- \* (6) Process new materials.
- \* (7) Maintain current records of students within the school in order to allow for material checkout.
- \* (8) Perform student and volunteer supervision with assistance and training.
- (9) Design and put up bulletin boards and displays.
- \*(10) Assist in obtaining and moving equipment as requested by teachers.
- (11) Organize daily media activities as directed.
- (12) Assist in managing the materials within the media center.
- (13) Shelf cataloged books.
- \*(14) Use effective, positive interpersonal communication skills.

**MEDIA AIDE** (Continued)

- (15) Assist in the operation and minor repair of equipment and in the maintenance and repair of materials.
- (16) Perform clerical tasks as required.
- (17) Assist in maintaining the appearance of the media center.
- (18) Perform other incidental tasks consistent with the goals and objectives of this position.

**TECHNOLOGY ACCESS:** NO ACCESS

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

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

\*Essential Performance Responsibilities

**Job Description Supplement Code 1**

**Salary Lane: Support LBZ**

**Approved 06/19/2018**