



Media Center Paraprofessional

Department:	Media	Contract:	Student days (plus up to 5 days before or after school year at discretion of building principal)
Supervisor:	Principal		
Status:	Non-Exempt (Union)		

Position Overview & Responsibilities

Assist the Media Specialist in the full utilization of media services, materials and resources offered to students and staff including maintaining computers and supporting computer use in the media center and throughout the school and performing clerical tasks. In addition, another primary purpose of this position will be expected to support the building principal on an as-needed basis in varying areas of student support.

Media Support

- Oversee the daily functions in the computer lab, service and troubleshoot hardware and software in the lab and other workstations in the building and provide support to staff and students with hardware and software problems.
- Perform media circulation responsibilities such as check in and checkout procedures, shelving, straightening and shelf readying of library materials, and overdue and reserve management of library materials.
- Assist students and staff in the circulation of library materials, use of online catalog, and use of online database resources.
- Maintain book and resource collection by processing periodicals, books, newspapers and new library materials received for circulation, examining returned materials for obvious damage, and pulling library materials that need to be mended, discarded and/or replaced.
- Assist classroom teachers with students and classes as needed and answer users' questions concerning the use of the media center and circulation rules.
- Assist in the supervision of students using the Media Center and in other areas as assigned.
- Assist media specialist with computer lab, library equipment, room use, and resources schedules.
- Run and distribute reports as directed by the media specialist.
- Assist with the administration of computerized testing.
- Attend meetings, workshops, and training sessions as directed by supervisor.
- Perform other related duties as assigned.

Building Student Support

- While not a primary function of this role, this position will be required to assist with varying areas of student support including, but not limited to, providing oversight for lunch, testing, playground, and other age/grade specific areas of student support on an as-needed basis and as directed by the building administration; and
- Perform other related duties as assigned.



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Requirements & Qualifications

Requires a high school diploma or equivalent (GED) and two years of postsecondary education or successful completion of the ParaPro; working knowledge of computer applications and peripherals; experience preferred in using computers and software programs utilized by schools; excellent organization, problem-solving, interpersonal relationship and communication skills; ability to work well with others

Equal Employment Opportunity Employer

The St. Michael-Albertville School District is an equal employment opportunity employer who applies veteran's preference during hiring in accordance with applicable laws and district policy. The STMA District does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, marital status, sex, status with regard to public assistance, disability, sexual orientation, age, family care leave status, or veteran status.