

OZARK R-VI SCHOOLS
JOB DESCRIPTION

TITLE: MEDIA CENTER AIDE

QUALIFICATIONS:

1. Hold a DESE issued Substitute Teaching Certificate or a valid Teaching Certificate
2. A demonstrated ability to work effectively under the direction of others
3. A demonstrated ability to work collaboratively with others
4. Ability to organize, be flexible and motivate others
5. Ability to utilize mature and discreet judgment and handle confidential matters
6. Willingness to assume any responsibilities, which are appropriate for the position

REPORTS TO: Media Specialist Instructional Technology Coach

JOB GOAL: To substantially and effectively assist the Media Specialist in providing appropriate services within the building and to assume the duties of the Media Specialist in the absence of that individual

PERFORMANCE RESPONSIBILITIES:

1. Assists the Media Specialist in the execution of any or all responsibilities of that position
2. Assumes the duties of the Media Specialist in the absence of that individual as directed
3. Performs other duties as assigned by the Media Specialist or the Principal

PHYSICAL DEMANDS: Be able to move around the media center and lift up to 25 pounds to shoulder height

TERMS OF EMPLOYMENT: School in-session days plus two days; compensation as per salary schedule

TYPE OF POSITION: Nonexempt

EVALUATION: Evaluated annually by Principal

APPROVED BY SCHOOL BOARD: February 21, 2019