

**Monroe-Gregg School District
Role Description**



Job Title: Media Specialist Paraprofessional

Location: Monrovia High School and/or Monrovia Middle School

Job Group: Classified- Non- Exempt (180 Days)

Reports to: Principal; Responsible to School Librarian

The media specialist paraprofessional assists the high school librarian with the daily operations of the high school and middle school media centers. Responsibilities include supervising students, checking materials in and out, maintaining accurate records, and assisting students and staff in research, reference, and assignments. Weekly service hours are thirty-five (35) hours per week.

Essential Responsibilities:

- Plans, initiates, and carries to completion administrative activities related to the operation of the media centers.
- Collaborates with the high school librarian and building principals to implement meaningful experiences that will promote a love of reading and lifelong learning.
- Works under the direct supervision of and in close and frequent proximity to the librarian.
- Monitors student behavior while assisting with locating materials for research, reference, and assignments.
- Checks books and other materials in and out, shelves materials, repairs damaged materials, prepares overdue notices, and collects payment for missing or damaged materials.
- Assists in taking periodic inventory of books and materials, maintains inventory records, and enters library information into computer recordkeeping systems.
- Processes new books/materials and prepares outdated curricular items for discard.
- Differentiates media center materials based on the needs of the students.
- Helps to maintain the physical appearance of the media center to help ensure a fun and creative space to learn.
- Supports student supervision by providing a quiet space when faculty may be absent, and coverage is needed.
- Oversees cadet teaching assistants in the media center and assigns appropriate responsibilities as needed.
- Serves as the technology liaison between the schools and technology department by providing basic level maintenance and support. Refers advanced needs to the technology department as needed.
- Tracks loaner chrome books and keeps records of use.
- Notifies the principal of chrome book claims and reoccurrences to help ensure timely payments.
- Remains proficient in the use of educational software (i.e., Skyward, Go Guardian, Follett, and Five-Star Help Portal, etc.)
- Attends training, staff meetings, and district meetings to stay abreast of changing developments and policies.
- Maintains positive professional relationships with staff, students, parents/guardians, and administrators.
- Maintains confidentiality and a need-to-know policy with regards to staff and student information.
- Maintains regular daily attendance following the expectations of the classified handbook.
- Completes online safety training in a timely manner and participates in safety drills to remain fully knowledgeable of responsibilities in the event of an emergency.
- Remains knowledgeable of procedures for reporting suspected child abuse and/or neglect.
- Complies with all district policies and procedures.
- Communicates regularly with the high school librarian and/or principal regarding issues and concerns.
- Other duties as assigned by the high school librarian and/or principal.

Essential Qualifications:

- High school diploma or equivalent.
- Previous relevant experience in an educational or library setting is an asset.
- Must pass a criminal background check and drug screen per district policy.

Physical Demands:

The physical demands described are representative of those that must be met to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Constant hand-eye/mind-eye coordination, intermittent filing, grasping, and walking.
- Frequent balancing, bending over, carrying, climbing, crouching, holding, indexing, inserting, lifting, sitting, standing, stooping, talking, turning, and typing. Frequent repetitive motion of wrists, hands, fingers.
- Hearing and speaking to exchange information with the ability to speak in a clear and loud voice.
- Requires visual concentration on detail, dexterity, and precision.
- Experiences frequent interruptions.
- Lifting, carrying, pushing, and pulling up to 20 pounds.

Environmental Conditions:

Works in a school building around others. The noise level is usually low. The job is performed under conditions with exposure to risk of injury and/or illness including communicable diseases in a clean atmosphere.

Terms of Employment and Evaluation:

Employed for a prescribed number of service days and benefits as outlined in the classified handbook. Performance of said duties will be evaluated in accordance with district policy.

Acknowledgement:

The intent of this role description is to provide a representative summary of the types of responsibilities that will be required and shall not be construed as a declaration of the only responsibilities of the position. I have read and been informed about the expectations contained within this role description.

Employee Signature

Date

Monroe-Gregg School District is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, age, religion, disability, sex, veteran status, genetic information, or any other legally protected category in its employment practices. All employees are expected to be knowledgeable of non-discrimination policies and their duty to report to include Section 504, Title VI, Title IX, and non-discrimination in general.