



Job Title: Media Aide

Supervisor: Media Specialist

Terms of Employment: 185 days

Job Summary:

Provide a well organized, smoothly functioning media center environment in which students can take full advantage of the materials available

Essential Duties:

- Type and process orders, reports, bibliographies, forms, media center schedules, letters to publishers, etc.
- Order and receive materials and equipment selected for purchase by the Media Specialist. Maintain files of catalog cards, vertical file material, publishers' catalogs, etc.
- Write notices to teachers and students concerning overdue books and collect fines for such books as required.
- Make simple repairs on damaged books and process more severely damaged books for repair at the bindery.
- Monitor attendance in the media center and keep attendance records.
- Ready books for reserve on teachers' requests and maintain the reserve shelf.
- Prepare current magazines for shelving and maintain the back number stacks.
- Assist in the annual inventory of media center materials and the preparation of lists of missing books and books to be discarded.
- Shelf incoming books.
- Maintain current inventory of supplies and suggest items for acquisition as needed.
- Oversee the general neatness and attractiveness of media center and its displays.
- Other Duties
- Perform other duties and assume other responsibilities as assigned by the Media Specialist.

Other Duties:

Performs other duties and assumes other responsibilities as assigned by immediate supervisors.



Job Specifications:

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

Minimum Qualifications (Knowledge, Skills and Abilities Required):

- Must meet the requirements for a paraprofessional which includes one of the following:
 - Minimum of 60 college credit hours, or an Associate's Degree from a ***regionally accredited college/university (Attach a copy of your transcript)***
 - Paraprofessional certificate (minimum score of 456 on the exam), (***Attach a copy of your test scores***) or
 - Passed all 4 areas of Work Keys. (***Attach a copy of all 4 tests***)
- Demonstrated aptitude in clerical work such as alphabetizing, checking invoices, etc.
- Ability to type.
- Ability to perform data entry functions.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand and reach with hands and arms; walk; sit; stoop or kneel; crouch or crawl.

Additional physical requirements include the following:

- Physically capable of frequently lifting or moving up to 40 pounds;
- Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus;
- Ability to sit and stand for extended periods of time;
- Manual dexterity for the purpose of using a telephone and data entry;
- Read a computer screen and printed material with or without vision aids;
- Hear and understand speech at normal levels and on the telephone; and
- Speak in audible tones so that others may understand clearly in person and on the telephone.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Pay Grade: 103-104



Please click [here](#) for salary scales.

This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the appropriate administrator or supervisor. Horry County Schools reserves the right to update, revise or change this job description and related duties at any time without prior notice.

Revised 11-11-2025