

SAN YSIDRO SCHOOL DISTRICT

TITLE: Instructional Media Resource Aide

DEPARTMENT: As Assigned

FLSA: Non-Exempt

REVISED: September 2022

REPORTS TO: Site Principal

CLASSIFICATION: Classified (11 month)

SALARY: Classified Schedule Steps 11-15

Board Approved: October 2022

BASIC FUNCTION: Under the direction of the site administrator, performs a variety of duties in the preparation, implementation, and maintenance of multi-media library materials relative to school site and district-wide programs. Provides orientation and other assistance to staff and students.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principal job elements.)

- Providing supplemental academic support to at risk students and the teacher.
- Supports faculty and assists students with computer-assisted instruction, reinforce instruction in mathematics, language arts, second language acquisition, and other subject areas.
- Assists students in researching special projects related materials.
- Assists students to operate a variety of library and audiovisual equipment including printer, document camera, educational technology, and Google Suite products.
- Assists students in developing critical thinking skills by facilitating special projects materials.
- Maintains a wide variety of statistical records and prepares required reports relative to student progress.
- Prepares, develops, and maintains instructional materials, programmatically appropriate.
- Maintains an accurate inventory of all instructional materials, ensuring that all items are barcoded and accounted for in the online inventory system (Destiny).
- Ensures that each teacher and student has the appropriate core instructional materials checked out to them and that the school has additional materials on hand for additional students who may register later in the year
- Orders instructional materials with Educational Services in the spring to ensure that core instructional materials are ordered and ready for the following school year.
- With guidance from Educational Services, follow the appropriate protocol to discard any materials that are obsolete.
- With direction from the district office, oversee the distribution, maintenance, and collection of school site Chromebooks and Chrome carts.
- Maintain a well-organized library environment that will support student use of materials and resources.
- Assists in media center/library operational processes. Assists in media orientation; select and set-up media materials for orientation classes; assist in student computer program start-up, as needed; reinforces teacher instruction.
- Maintains a professional and positive working relationship with other staff.
- Perform other duties as assigned.

KNOWLEDGE OF:

- Basic operating knowledge of computer software related to word processing, spreadsheets, and database programs.
- Basic operating knowledge of Google Suite products for word processing, spreadsheets, and presentations.
- Correct English grammar, spelling, and punctuation.
- Use and operation of educational computer systems, equipment, and software.
- Media/library operational procedures.

ABILITIES:

- Able to lift and move instructional materials, supplies, and equipment of moderate weight; and ability to stoop and extend for media center/library related tasks with or without reasonable accommodation.
- Able to operate a variety of audio-visual and other instructional media; develop and maintain work schedule.

MINIMUM QUALIFICATIONS:**EDUCATION AND EXPERIENCE**

- High school diploma or equivalent

DESIRED QUALIFICATIONS:

- Bilingual (English/Spanish).

WORKING CONDITIONS:

Indoor and outdoor school settings which can include office and outdoor interactions.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information. Seeing to perform assigned duties, sitting or standing for extended periods of time; dexterity of hands and fingers to operate office equipment. Ability to retrieve stored files; lifting light objects.