Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title:	**Media Technology Assistant II**	FLSA Status:	**Non-Exempt**
Job Family:	**Classified - School Media and Instructional Technology**	Pay Range:	**SM20H**
Prepared/Revised Date:	**August 1, 2026**	Job Code:	**41142**

SUMMARY: Responsible for supporting library, media, and technology programming in a school. Assist in the management and circulation of library materials, textbooks, laptops, and equipment. Maintain the order and functionality of the Library/Media Technology Center, including supervising and supporting students. Work closely with staff to support educational objectives. May guide work of student aides. There may not always be a licensed media specialist present in the media center.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Frequency of duties, percent of time and work year may vary based on department or building assignment. This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the supervisor.*

1. Supervise, assist, and support students in the use of library/media technology center materials, resources, and equipment, including use of online resources, inter-library loans, and library automation system.
2. Use the library automation system to circulate and find materials and manage student checking in/out of textbooks, class novels, library books, laptops, and equipment. Support students with use of laptops and provide basic troubleshooting.
3. Select, develop, and maintain the library collection including reviewing, researching, purchasing, inventorying, shelving, and repairing, and deleting books, magazines, and DVDs. Assist staff with filling requests for materials or information by researching, ordering and locating materials, checking in/out materials and/or equipment, laminating, and scanning. Evaluate, recommend, order, and process department class novel replacements. Inform staff of new materials available.
4. Promote library/media technology center services, resources, and/or projects by creating exhibits, presentations, and flyers. Provide materials, teaching guides, handouts, and citation resources to support curriculum and District standards. May coordinate the work of library volunteers or student assistants under direction of the Media Specialist or Technology Systems Site Manager.
5. Collect money for media services and maintain and reconcile cash drawer with the bookkeeper. Provide documentation on financial transactions. May utilize and be responsible for a District-issued purchasing card.
6. Support the site literacy/education technology instructional program by developing instructional materials that support media and technology content standards. Collaborate with teachers to support education objectives.
7. Participate in District and/or site media/technology committees and attend appropriate in-services, building meetings, trainings, and school functions.

8. Aid with student testing. Assist with scheduling, promoting, and setting up special events.
9. Complete and reconcile inventory of print and non-print materials and equipment.
10. Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- Two years of college course work in education, library media, computer technology, or related field
- Three to five years of library, media, or technology experience
- Experience working in a school library and/or technology lab/center preferred
- Equivalent combination of education and experience acceptable
- If assigned to a Title I school, the following Title I requirements apply
  - High school diploma (or equivalent) and one of the following
    - completion of at least two years of higher education
    - an associate's (or higher) degree
    - successful completion of the WorkKeys assessment demonstrating instructional competency within one year of hire

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math skills
- Customer service skills
- Knowledge of Dewey Decimal System
- Ability to manage multiple tasks with frequent interruptions, use time efficiently, demonstrate attention to detail, follow instructions, and respond to management direction
- Ability to participate and work in a team environment
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers, office productivity software, and peripherals
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of and experience with library automation systems

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	School administration	
Direct reports:	This job has no direct supervisory responsibilities.	

- May coordinate the work of library volunteers or student assistants under direction of supervisor

STANDARD PHYSICAL DEMANDS & WORKING CONDITIONS: *Poudre School District is committed to the full inclusion of all qualified individuals. As part of this commitment, Poudre School District will ensure that qualified individuals with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact ada@psdschools.org.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feed				X
Reach with hands and arms				X
Climb or balance		X		
Stoop, kneel, crouch, or crawl			X	
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds			X	
Up to 50 pounds		X		
Up to 100 pounds	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze			X	
Communicate				X
Copy				X
Coordinate				X
Instruct			X	
Compute			X	
Synthesize		X		
Evaluate		X		
Interpersonal Skills				X
Compile		X		
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X

VISION DEMANDS:	Required
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	