Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title:	**Media Technology Assistant I**	FLSA Status:	**Non-Exempt**
Job Family:	**Classified - School Media & Instructional Technology**	Pay Range:	**SM15H**
Prepared/Revised Date:	**August 1, 2026**	Job Code:	**41139**

SUMMARY: Responsible for maintaining the order and functionality of the library/media center, including supervising and assisting students in library skills, managing the circulation of materials and equipment, and assisting students and staff with locating appropriate materials. 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 and assist students in the library/media center by demonstrating library skills; assisting in research and location of materials; training on the use of on-line resources, inter-library loans, and library automation systems; checking in and out of materials and/or equipment; and assisting with administering discipline. Teach literacy/educational technology and computer skills under the supervision of the Media Specialist.
2. Use the library automation system to circulate and find materials, manage student check out and notifications of overdue materials, and create reports and bibliographies.
3. Assist teachers and staff with filling requests for materials or information by researching and locating materials, checking in and out materials and/or equipment, and/or copying, laminating and poster making. Inform teachers of new materials available.
4. Coordinate the work of library volunteers and student assistants under the direction of the Media Specialist.
5. Maintain a recordkeeping system to track teacher and student use of library.
6. Perform financial duties including collecting fines, assisting with the selecting and ordering of materials, maintaining petty cash billing, and collecting money for media services such as copying, laminating and poster making, and/or maintaining the media center budget. Assist Media Specialist with media technology budget.
7. Assist with managing audio/visual equipment, resources and programs, including setting up and maintaining video equipment for use during or after school hours, publicizing video programs available to teachers, managing the video streaming and video distribution systems, and assisting in the video production studio.
8. Assist the Media Specialist or a licensed educator with professional development on digital applications, and library or computer systems.

9. Assist with the set-up and management of online testing databases such as MAPS, STAR, and other student testing platforms.
10. Assist with scheduling and setup of special events.
11. Participate in District media and/or technology committees and attend appropriate in-services, building meetings, trainings, and/or school functions.
12. Complete and reconcile inventory of print and non-print materials and equipment.
13. Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- Two years of college coursework in education, library media, computer technology or related field
- Three years of library or instructional paraprofessional experience
- Experience in a school media center or computer lab 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
- Mathematical skills including basic calculations and application of basic math concepts
- Bilingual oral and written communication skills may be required or preferred
- Knowledge of Dewey Decimal System
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple tasks with frequent interruptions, use time efficiently, demonstrate attention to detail, follow instructions, and respond to management direction
- 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 preferred

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 and student assistants under the direction of the media specialist

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			
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.	

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

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