

NORTH WASCO COUNTY SCHOOL DISTRICT
JOB DESCRIPTION – Classified – Educational Assistant IV - Media

Title:	Educational Assistant IV – Media Assistant
Classification:	Media Center or Library
Reports To:	Media Center Specialist - Librarian - Building Principal
Work Year	189 Days/Year

Job Purpose Statement/s:

Assists students and staff in accessing media center resources by performing a wide variety of clerical duties including filing, ordering, maintaining inventory and records for all incoming and outgoing audio-visual materials and equipment.

Essential Duties and Responsibilities:

- Answers inquiries regarding materials or refers persons to media center specialist for technical assistance.
- Assists students, staff, parents and patrons in accessing media center resources.
- Maintains current inventory of all audio-visual materials and equipment assigned to media center.
- Coordinates with staff and supplier for scheduling, ordering and receiving of audio-visual materials.
- Coordinates with staff for scheduling audio-visual equipment needs.
- Orders supplies and recommends materials and equipment, as needed.
- Operates media center equipment to perform assigned responsibilities.
- Makes minor repairs of audio-visual materials and equipment and routes major repairs to appropriate resource.
- Assists in maintaining a current inventory of all audio-visual materials and equipment assigned to the media center.
- Assists in the annual inventory of all equipment and materials assigned to the center.
- Performs clerical duties, including typing, filing, sorting, copying, collating, and stapling.
- Composes routine letters, memos, requisitions, and other related information.
- Maintains accurate records of all audio-visual materials and equipment checked out of the center.
- Participates in and maintains records for inter-district, inter-agency and community loan programs.
- Orders media materials for classroom use and routes to staff.
- Identifies problems with audio-visual equipment and takes appropriate action.
- Trains and supervises student aides.
- Supervises students by keeping a calm and disciplined atmosphere in the media center.
- Assists with the preparation of instructional materials, as assigned by the Media Center Specialist.
- Delivers materials and equipment to classrooms; sets-up and operates equipment, if required.
- Assists in preparation of graphics and audio-visual materials.
- Prepares media center bulletin boards and other displays.
- Reinforces skills taught by Media Center Specialist and/or classroom teacher.
- Suggests materials and equipment acquisitions as needed.
- Maintains a positive and effective working relationship with staff, students, parents and patrons.

Education/Experience:

- High school diploma and two years clerical experience, preferably in library operations, including experience in scheduling, operation and basic maintenance of audio-visual equipment and materials; or any satisfactory combination of experience and training, as determined by the hiring authority; ability to meet the requirements of the Elementary and Secondary Education Act (ESEA).

- Must hold a current recognized first aid card or be willing to obtain same if directed by the district under ORS 342.664 (2).

Supervisor Responsibilities:

Supervision of other employees is not a normal responsibility of this position. The employee does supervise students in general and may exercise lead responsibilities over student aides.

Qualifications:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of computer operations and applications in a media center.
- Knowledge of current office practices, procedures, and office equipment.
- Knowledge of audio-visual equipment and its operation and terminology.
- Knowledge of terminology and cataloging systems for media centers.
- Knowledge of student behavior expectations and methods to assure appropriate conduct.
- Ability to learn the operation of telephones, computer systems and other equipment, as required by the position.
- Ability to accurately transfer, record, and convey information and materials, as required by the position.
- Ability to learn the Dewey Decimal System.
- Ability to perform accurate alphabetizing and filing duties.
- Ability to learn to operate and provide basic maintenance for audio-visual equipment.
- Ability to work under tight, inflexible deadline and to respond to emergency audio-visual requests with patience and persistence.
- Ability to work independently with minimum supervision.
- Ability to adapt to changing conditions and schedules.
- Ability in basic graphics and art applications.

Language Skills:

- Ability to read and comprehend instructions, correspondence, and memos.
- Ability to write simple correspondence.
- Ability to effectively present information in one-on-one and small group situations to students, parents, and patrons.

Mathematical Skills:

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability:

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Reading Ability:

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

Certificates and or Licenses:

- Certificates and licenses are not normally required for this position.

Workplace Expectations:

- Work effectively with and respond to people from diverse cultures or backgrounds.
- Demonstrate professionalism and appropriate judgment in behavior, speech and dress in a neat, clean and appropriate professional manner for the assignment and work setting.
- Have regular and punctual attendance.
- Confer regularly with other licensed staff and immediate supervisor.
- Follow all District policies, work procedures and reasonable requests by proper authority.
- Maintain the integrity of confidential information relating to a student, family, colleague or District patron.
- Cultivate and model a respectful working and learning environment.

Physical Requirements:

1. In an eight-hour day employee may:

a. Stand/Walk	<input type="checkbox"/> None	<input checked="" type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 4-6 hrs	<input type="checkbox"/> 6-8 hrs
b. Sit	<input type="checkbox"/> None	<input type="checkbox"/> 1-3 hrs	<input checked="" type="checkbox"/> 3-5 hrs	<input type="checkbox"/> 5-8 hrs
c. Drive	<input type="checkbox"/> None	<input checked="" type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input type="checkbox"/> 5-8 hrs

2. Employee may use hands for repetitive:

<input checked="" type="checkbox"/> Single Grasping	<input type="checkbox"/> Pushing and Pulling	<input checked="" type="checkbox"/> Fine Manipulation
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3. Employee may use feet for repetitive movement as in operating foot controls:

<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
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4. Employee may need to:

a. Bend	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
b. Squat	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
c. Climb Stairs	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
d. Lift	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all

5. Lifting:

<input type="checkbox"/> Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.
<input type="checkbox"/> Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.
<input checked="" type="checkbox"/> Medium Work: Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
<input type="checkbox"/> Medium Heavy Work: Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
<input type="checkbox"/> Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

Mandatory Child Abuse Reporting: As a mandatory reporter (ORS.419b.010) you are required to immediately report to Law Enforcement and or Department of Human Services, any instances of suspected child abuse.

EMPLOYEE STATEMENT:

"I have read and received a copy of this job description, and understand that a copy of this job description will become part of my personnel file. I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents.

I hereby certify that I possess the physical and mental ability to fulfill the essential responsibilities of the above position with or without reasonable accommodation(s). If I require accommodations(s) in order to fulfill any or all of these responsibilities, I agree to provide information to the District regarding the requested accommodation(s)."

Print Name

Employee Signature

Date