

TITLE: Media / Computer Lab Para - Elementary

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Ability to work positively with students, parents, and staff.
3. Able to lift 50 pounds; frequent stooping and bending.
4. Demonstrated aptitude for the work performed.
5. Ability to learn and adapt to changing technologies, and to assume new responsibilities required by the introduction of new services and equipment.
6. Communicate appropriately with students and staff in both written and oral expression.
7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Media Specialist, Tech Integration Specialist and Principal

JOB GOAL: Provide building technology and media center support. Assist students and staff in accessing media center and technology materials. Supervise students in the computer lab and media center.

PERFORMANCE RESPONSIBILITIES:

1. Supervise and instruct students in computer operation and programs. (Daily lesson plans are developed by the Media Specialist & Tech Integration Specialist.)
2. Performing duties pertaining to the library automation system (i.e., checking items in and out, re-shelving items, and generating overdue notices).
3. Provides system maintenance and troubleshoots for all building technology.
4. Loads software on network and lab/grade level computers as appropriate.
5. Provides network file and print administration.
6. Assist students and staff in locating and retrieving media materials.
7. Maintains a functional, clean and attractive media center/ computer lab.
8. Maintains inventory of tech / library materials for building.
9. Assist staff and students with technology or software.
10. Provides tech support to building staff for all testing and reporting applications. (Ties, I-Plan, MAP testing.)
11. Coordinates all repair and security issues with the district tech staff.
12. Assists media center patrons.
13. Process incoming materials in readiness for circulation (catalog, label, shelve) and process overdue notices.
14. Assist with testing and reporting applications.
15. Provides assistive technology support for special education students.
16. Maintain confidentiality as per mandated data privacy laws.
17. Performs other building duties as assigned.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Education.

EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of non-certified personnel.