

TITLE: Media/Lunch Paraprofessional

QUALIFICATIONS:

1. High School diploma or equivalent
2. Ability to work positively with students, parents and staff.
3. Demonstrated aptitude for the work performed.
4. Able to lift 50 pounds.
5. Experience with Microsoft Office Products.
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Media Specialist and Principal for media responsibilities. Food Service Director for lunch responsibilities.

JOB GOAL: Assist Media Specialist in organizing information and data, providing help for students and teachers. Also assist with the school lunch program as needed.

PERFORMANCE RESPONSIBILITIES:

1. Help keep the library orderly and attractive, shelve and arrange books.
2. Check in and file periodicals and newspapers.
3. Assist pupils and teachers needing help in finding or using materials. Also assist in assembling materials requested by teachers.
4. Enters library information into the computer for cataloging and help in the preparation of statistical data. Responsible for typing catalog cards, A.V. cards, bibliographies, correspondence, tests, etc. Filing and removing of cards from the card catalog when necessary.
5. Help label, mend and process book and audiovisual materials in readiness for circulation.
6. Assist in taking inventory of books, A.V. materials, equipment and library supplies.
7. Laminate materials for teachers and do monthly bulletin boards if needed.
8. Assist at the circulation desk and in the supervision of students.
9. Assist students needing help with the Internet, CD ROM or other related items. Also assist students and teachers with the various programs in the Media Center Computer lab if necessary.
10. Assist teachers and students with various copy machines including taping programs.
11. Help supervise/monitor Accelerated Reading testing if needed.
12. Maintain confidentiality as per mandated data privacy laws.
13. Other 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.