



JOB DESCRIPTION

POSITION TITLE: Paraprofessional - Media Center	
REPORTS TO: Principals	SALARY: Treutlen County Salary Scale
FLSA: Non-Exempt	WORK DAYS: 190 Days (less furloughs)
JOB GOAL: Supervision of assigned students and assistance in the facilitation of the school's instructional program, especially as it pertains to maintaining the Media Center.	

REQUIREMENTS:

1. Educational Level: High School Diploma or GED
2. Certification/Licensing: Valid Paraprofessional or Aide License
3. Proficiency Skills: Effective communication skills. Efficient time management skills. Demonstration of fair and equitable student management skills. Possession of computer/technology skills.
4. Personal Skills: Pleasant personality, cooperative attitude, physical skills and stamina to perform essential duties

The Board and Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1. Complies with school, system, state and federal regulations and policies, including the PSC Code of Ethics, as related to job requirements.
2. Demonstrates appropriate communicatio skills as applicable for the job.
3. Provides adequate supervision of students from the time they enter the media center until they are released to return to class.
4. Takes direction readily in a cooperative manner from the supervisor.
5. Acts in a professional manner and maintains a professional attitude toward the public and colleagues and exhibits the fundamentals of good public/customer service.
6. Exhibits time on task, a flexible, cooperative, progressive and hard working attitude and style. Limits personal business and phone calls during work hours.
7. Disciplines students with fairness and equity.
8. Assists Media Specialist in all operations of the Media Center.
9. Maintains confidentiality of sensitive information and material.
10. Maintains a professional appearance as appropriate for job responsibilities.
11. Maintains and inventories media equipment, supplies and library books.
12. Facilitates use of computer software and record keeping associated with software.
13. Provides technical assistance to teachers and students as needed.
14. Performs routine housekeeping tasks as needed to maintain a neat and orderly Media Center.
15. Assists in routine classroom housekeeping responsibilities.
16. Participates in appropriate training, workshops and staff development activities and applies what is learned to the job; accepts new challenges in a professional manner.
17. Shows initiative and assumes responsibility for all aspects of job responsibilities; performs routine duties and tasks with little or no direct supervision.
18. Fulfills the obligations of additionally assigned supervisory duties.
19. Maintains a pattern of prompt and regular attendance.
20. Follows chain of command.
21. Performs all other duties as assigned.