

NORTHVILLE PUBLIC SCHOOLS

Paraprofessional Unit

MEDIA PARAPROFESSIONAL

JOB DESCRIPTION

QUALIFICATIONS:

Associates Degree or higher, or successful completion of the Work Keys Test

Good interpersonal skills

Ability to lift forty (40) pounds

Must possess enthusiasm, and display initiative

Good organizational skills

Must have strong computer skills and be familiar with Micro Soft Word and Excel and email technology

SUMMARY: Work under the direction of the media specialist to provide media and technology services to students, staff and volunteers.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The following duties and responsibilities are by way of illustration and not by way of limitation:

1. Maintain confidentiality of student and school information
2. Circulate all materials and prepare overdue notices.
3. Clean and repair materials as needed.
4. Process new materials to be added to the media center collection.
5. Help maintain an inviting instructional environment.
6. Assist students and staff with general reference questions, including assisting with Internet and other educational technology.
7. Follow district and building media center policies and procedures.
8. Assist the media specialist with media related clerical functions.
9. Maintain computer entries and card catalog for new and deleted materials. modifications to curriculum and appropriate accommodations if specified in the IEP.
10. Assist student with lesson assignments to reinforce learning concepts.
11. Assist the media specialist in maintaining a classroom management policy that fosters a safe and positive environment for all students and staff.
12. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
13. Assist the media specialist in related instructional activities as directed.
14. Assume responsibility for professional growth and keep materials, supplies, and skills up-to-date.
15. Prepare materials and equipment before and after the instructional day.
16. Supervise students during the lunch period.
17. Attend required meetings and in-services.
18. Comply with and support school policies and procedures
19. Model non-discriminatory and anti-bullying practices in all activities.
20. Perform other duties as assigned by the media specialist or building administrator in accordance with school polices and procedures.

EVALUATED BY: Building administrator with input from the media specialist

PHYSICAL CONDITIONS AND NATURE OF WORK CONTACTS

Duties performed typically in school settings include: classrooms, gymnasium, cafeteria,

auditorium, and playground areas. Frequent walking, standing, sitting, stooping, and lifting may be required. Other limited physical activities may be required. Occasional travel with students on field trips may be necessary. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, noise, and hazards. Daily personal close contact with students to provide classroom management and learning environment support is required. Regular contact with staff members and administrators is required. Contact with parents and medical professional may be required.