



**EMPLOYEE NAME:** \_\_\_\_\_

Revised: 2/88; 11/88; 9/91; 6/92; 8/92; 2/93; 1/94; 11/94;  
2/97; 9/98; 5/01; 11/06; 8/07; 6/10; 9/11; 10/12; 6/18; 1/19; 6/21

## JOB DESCRIPTION

<b>POSITION TITLE:</b> Paraprofessional, Media Center	<b>JOB CODE:</b> 442
<b>DIVISION:</b> Leadership	<b>SALARY SCHEDULE:</b> Paraprofessional
<b>DEPARTMENT:</b> Leadership	<b>WORK DAYS:</b> 181
<b>REPORTS TO:</b> Principal	<b>PAY GRADE:</b> NH0 (4, 5, 6, 7 or 8)
<b>FLSA:</b> Non-Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Provides support to the Media Specialist for the achievement of Media Center program goals.	

### REQUIREMENTS:

1.	Educational Level: Hold an associate’s degree or higher in any subject from a <a href="#">GaPSC-accepted accredited institution</a> ; Have completed 2 years (60 semester hours) of college coursework above the remedial level at a <a href="#">GaPSC-accepted accredited institution</a> with a grade of “C” or better; Hold a minimum of a high school diploma or GED equivalent and have passed the GACE <a href="#">Paraprofessional Assessment</a>
2.	Certification/License Required: Must maintain a Georgia Paraprofessional Certificate which includes in-service training related to position
3.	Experience: None
4.	Physical Activities: Routine physical activities required to fulfill job responsibilities; ability to lift items up to a weight of 60 pounds without assistance
5.	Knowledge, Skills, & Abilities: Written and oral communication; typing, filing, basic computer skills

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

### ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Exhibits professionalism in all job-related situations; follows professional ethics in all work-related activities; presents a personal appearance which enhances the image of the school.
3.	Follows all county, state and federal policies and procedures.
4.	Operates and assists with the maintenance of the computerized circulation system.
5.	Assists students and staff in locating media center resources and the use of the automated catalog.
6.	Assists students and staff with the use of instructional equipment.
7.	Assists in maintaining an inviting, orderly, and attractive media center and in preparing media center displays.
8.	Manages student assistants and the media center volunteer program.
9.	Processes and maintains the periodical collection as directed by the media specialist.
10.	Assists with processing media center resources for circulation according to established procedures.
11.	Maintains, repairs, and shelves media center resources for patron access.
12.	Assists with the maintenance of computers and equipment in the media center.
13.	Assists with the inventory of media center resources and equipment.
14.	Prepares and processes correspondence, purchase orders, reports and other communications as directed by the media specialist.
15.	Provides access to the media center and basic services in the absence of the media specialist.

16.	Performs other duties as assigned by appropriate administrator.
-----	---

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_