



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Media Technology Assistant II** FLSA Status: **Non-Exempt**
 Job Family: **School Media and Instructional Technology** Pay Range: **SM20H**
 Prepared/Revised Date: **August 1, 2017** Job Code: **41142**

SUMMARY: Responsible for supporting library, media and technology programming in a school. Assist in the management and circulation of library materials, textbooks, laptops, and equipment. Maintain the order and functionality of the Library Media Technology Center including supervising and supporting students. Work closely with staff to support educational objectives. May guide work of student aides. There may not be a Licensed Media Specialist on staff at the assigned school.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Description of Job Tasks	Frequency	% of Time
	Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Supervise, assist and support students in the use of Library/Media Technology Center materials, resources and equipment; including use of online resources, Inter Library Loans and library automation system.	D	30%
2. Use the library automation system to circulate and find materials and manage student check in/out of textbooks, class novels, library books, laptops and equipment. Support students with use of laptops and provide basic troubleshooting.	D	25%
3. Select, develop and maintain the library collection including reviewing, researching, purchasing, inventorying, shelving, repairing and deleting books, magazines, and DVDs. Assist staff with filling requests for materials or information by researching, ordering and locating materials, checking in/out materials and/or equipment, laminating and scanning. Evaluate, recommend, order and process department class novel replacements. Inform staff of new materials available.	D	25%
4. Attend work and arrive in a timely manner.	D	1%
5. Promote Library/Media Technology Center services, resources and/or projects by creating exhibits, presentations and flyers. Provide materials, teaching guides, handout and citation resources to support curriculum and district standards. May coordinate the work of library volunteers or student assistants under direction of the Media Specialist or Technology Systems Site Manager.	W	5%
6. Collect money for media services and maintain and reconcile cash drawer with bookkeeper. Provide documentation on financial transactions. May utilize and be responsible for a district-issued purchasing card.	W	3%
7. Support the site literacy/education technology instructional program by developing instructional materials that support media and technology content standards. Collaborate with teachers to support education objectives.	M	5%
8. Participate in district and/or site media/technology committees and attend appropriate in-services, building meetings, trainings and school functions.	M	1%
9. Aid with student testing. Assist with scheduling, promoting, and set-up of special events.	M	1%
10. Complete and reconcile inventory of print and non-print materials and equipment.	Q	2%
11. Perform other duties as assigned.	Ongoing	2%
	TOTAL=	100%



EDUCATION AND RELATED WORK EXPERIENCE:

- Two years of college course work in education, library media, computer technology or related field
- Three to five years of library, media, or technology experience
- Experience working in a school library and/or technology lab/center preferred
- Equivalent combination of education and experience acceptable

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math skills
- Customer service skills
- Knowledge of Dewey Decimal system
- Ability to manage multiple tasks with frequent interruptions, use time efficiently, demonstrate attention to detail, follow instructions and respond to management direction
- Ability to participate and work in a team environment
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers, office productivity software, and peripherals
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of and experience with library automation systems

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities	

- May coordinate the work of library volunteers or student assistants under direction of supervisor

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feed				X
Reach with hands and arms				X
Climb or balance		X		
Stoop, kneel, crouch, or crawl			X	



PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds			X	
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze			X	
Communicate				X
Copy				X
Coordinate				X
Instruct			X	
Compute			X	
Synthesize		X		
Evaluate		X		
Interpersonal Skills				X
Compile		X		
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	



NOISE LEVEL:	Exposure Level
Quiet	
Moderate	X
Loud	
Very Loud	