

AMHERST EXEMPTED VILLAGE SCHOOL DISTRICT  
JOB DESCRIPTION

**Title:** MEDIA AIDE File 501

**Reports to:** Principal

**Job Objectives:** Promotes the effective use of library/media resources.

**Minimum Qualifications:**

- High school diploma.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- Documentation of a clear criminal record.
- Complies with drug-free workplace rules and board policies.
- Self-directed and able to learn required skills for the position.
- Proficiency in the use of the Dewey Decimal System.
- Experience with computer operating systems and software applications.
- Commitment to keeping current with technological advances.

*Note:* Appointment may require successful completion of communicable disease, child abuse, CPR, first aid, and/or behavioral management training.

**Responsibilities and Essential Functions:** The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Assists with training and support activities that enhance staff and student access to library/media resource materials and equipment.
- Upholds board policies and follows administrative procedures.
- Promotes a favorable image of the school district. Supports community partnerships that enhance district programs and services.
- Catalogs materials to facilitate the effective retrieval of information by student and staff. Maintains an orderly and functional circulation system. Processes loans. Keeps books, periodicals, pamphlets, etc., properly shelved. Promotes the proper use and care of school property.
- Oversees the cleaning, repair, and replacement of library/media equipment and materials. Mends books and makes minor equipment repairs. Discards outdated or damaged materials following board-adopted procedures.
- Provides regular orientation sessions for patrons. Works with staff to improve student learning through the effective use of library/media resources.
- Helps research and prepare materials for teachers.
- Collects and reserves material for classroom assignments when requested.
- Implements effective pupil management procedures. Maintains high standards and upholds the student conduct code.
- Develops and maintains a positive learning environment that stimulates student interest, enthusiasm, and inquisitiveness about subjects and events.
- Uses effective communication strategies to introduce new library/media resources to patrons (e.g., E-mail, websites, displays, etc.).
- Provides guidance, communicates high expectations, and shows an active interest in student progress. Facilitates critical-thinking, problem-solving, and creativity skills.

- Uses story sharing activities to promote enthusiasm for reading.
- Prepares and presents special topics to classes when requested.
- Helps patrons use the library/media center's computers and peripherals.
- Helps patrons use media equipment (e.g., videos, CD-ROMs, audio tapes, etc.). Trains students to help teachers operate audio-visual equipment.
- Incorporates the effective use of available technology in records management and instructional activities. Upholds computer technology acceptable use policies.
- Keeps current with library/media resources available in the community.
- Helps students take full advantage of the learning environment (e.g., access and proximity to activities, use of adaptive equipment, etc.).
- Maintains accurate records and submits reports on time.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Complies with district procedures to account for the collection of authorized student fees and fines.
- Reports evidence of suspected child abuse as required by law.
- Supports an inclusive educational environment. Helps students with disabilities participate in appropriate peer group activities as directed.
- Takes precautions to ensure staff/student safety. Does not leave students unsupervised.
- Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
- Participation in conferences, open houses, and other school events may be required.
- Participates in staff meetings and professional growth opportunities as directed.
- Accepts personal responsibility for decisions and conduct.
- Wears appropriate work attire and maintains a neat appearance.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities** The following characteristics and physical skills are important for the successful performance of assigned duties.

**Required:**

- Demonstrates professionalism and contributes to a positive work environment.
- Performs prescribed activities efficiently with limited supervision.
- Reacts productively to interruptions and changing conditions.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Completes paperwork accurately. Verifies and correctly enters data.
- Exhibits consistency, resourcefulness, and resilience.
- Exercises self-control and perseverance when dealing with students.
- Maintains an acceptable attendance record and is punctual.

**Working Conditions:** Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require bending, crouching, kneeling, reaching, and standing.

- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require operating power-driven equipment.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require wearing protective clothing and using safety equipment.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

**Performance  
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Amherst Exempted Village School District Board of Education.

The Amherst Exempted Village School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

*No portion of this job description shall supersede the Master Agreement between the OAPSE Chapter 208 and the Amherst Exempted Village School District Board of Education and applicable state or federal laws. Any changes in working conditions applicable to the current agreement shall be subject to negotiations at the demand of either party.*