

Media Associate

Desired Qualifications:

High school diploma.

Ability to work with students, teachers, staff and parents.

To act as a liaison between the public and the school, and in so doing promote the general image of the total school system.

Innate or acquired skills in technology, audiovisual production, typing, word processing, and operation of audiovisual equipment.

Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Reports to:

Building Principal

Position Goal:

To assist the media director in providing resources, guidance, and an environment to meet the educational needs of students, teachers, and administrators.

To assist faculty, staff, and students in the use of technology in the classroom.

Functions of Media Associate:

Checks material for damage when returned, shelves or files materials, repairs materials.

Assists in inventory of print and nonprint materials

Deletes records for withdrawn materials and processes new books.

Maintains circulation desk (charge/renew/receive materials), prepares overdue lists, prepares and circulates reserve materials and maintains circulation records.

Maintains records of acquisitions and withdrawals, unpacks and checks new materials and equipment and verifies with order, posts receipt of periodicals and prepares for use, compares order cards with OPAC to avoid duplication.

Types and duplicates correspondence, reports, notices, lists, bibliographies, files correspondence and catalogs.

Assists with video recording and makes copies as needed.



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Delivers and retrieves equipment as needed and trouble shoots equipment problems.

Assists faculty, staff, and students in operating software and hardware/Apple & Mac/IBM.

Inputs data for necessary library operations, updates accession record, send fax copies when necessary, checks materials in and out on computer, assists in entering MARC records into OPAC.

Assists users with all audiovisual equipment, assists users in location of materials and information, collects specified materials for teachers upon request.

In the mornings, works in the offset room printing materials for high school faculty and staff and perhaps operating the other machines in the room such as the collator, paper cutter, etc. Also maintains the machines and makes minor repairs or reports to the administrative office if major repairs on any machines need to be done. (High school only).

Other duties as assigned.

Terms of Employment:

Salary and benefits to be determined by the Board of Education.

Evaluation:

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of support services personnel.