HEARD COUNTY SCHOOL SYSTEM
JOB DESCRIPTION

POSITION TITLE: Media Clerk/Paraprofessional

QUALIFICATIONS:
1. High School Diploma or GED and passing score on one of the paraprofessional assessments
   - Or -
   Two or more years of college and passing score on one of the paraprofessional assessments within the first calendar year of employment
2. Possess Georgia Paraprofessional Certificate
3. Physically able to perform assigned duties
4. Acceptable criminal background check

KNOWLEDGE, SKILLS AND ABILITIES: Ability to relate to and work with students and adults in a positive manner, to work cooperatively with colleagues, to follow written and verbal instructions, to perform clerical tasks, to file alphabetically and numerically with speed and accuracy, to plan and organize, to be flexible and to maintain confidentiality. Demonstrate effective oral and written communication skills, good English and mathematics skills, advanced knowledge of technology and ability to apply knowledge to assigned areas of responsibility, and knowledge of operation of office and audio-visual equipment.

REPORTS TO: Media Specialist, Principal or his/her designee

JOB GOAL: To assist the school media specialist in establishing and operating an effective media program which supports the organizational goals of the school as stated in the School Improvement Plan.

SUPERVISES: N/A

PERFORMANCE RESPONSIBILITIES:

A. Work Habits
1. Observes assigned work hours.
2. Maintains a pattern of prompt and regular attendance.
3. Follows the daily schedule as prescribed.
4. Adjusts to work assignments and/or schedule changes.

B. Performance Responsibilities
1. Assists the school media specialist in the over-all operation of the School Media Center.
2. Helps organize and maintain the routine operation of the school media center; receives, processes, circulates, and shelves print and non-print materials.
3. Performs a variety of support functions including answering the telephone, preparing and sending overdue notices, locating lost materials, and inspecting books and periodicals for damage and performing repairs as necessary.
4. Assists in maintaining routine records and files related to media center activities including circulation of books, monies collected, and lost materials.
5. Assists in inventory activities as required.
6. Maintains the media center in a clean and orderly condition.
7. Operates on-line computer terminals and stand-alone computers.
8. Assists students in learning basic information skills including the use of the library catalog and references.
9. Assists students and teachers in locating and selecting appropriate materials.
10. Assists students with special class projects.
11. Assists in maintaining the discipline of students and monitoring student use of electronic media.
12. Performs other duties as assigned by the media specialist, principal or his/her designee.
13. Demonstrates ethical behavior and confidentiality of information about students in school environment and community.

14. Maintains a cooperative working relationship with principal, media specialist, students, parents, staff and public.

C. Training and Experience
1. Participates in professional learning activities which align with school improvement goals.
2. Participates in professional learning activities designed to enhance technology skills.
3. Participates in staff development opportunities provided by the county.

D. Personal Qualities
1. Demonstrates a positive attitude toward work assignment.
2. Accepts responsibility for the work assigned.
3. Maintains appropriate appearance and personal hygiene.
4. Accepts constructive criticism.

E. Additional School Level Responsibilities
1.
2.
3.
4.

PHYSICAL REQUIREMENTS: Must be able to stand for extended periods of time, bend, squat, reach, and lift, carry, push or pull light weights.

EVALUATION:
Performance evaluation is ongoing. Annual evaluation completed by Principal or his/her designee.