

## **PARAPROFESSIONAL ASSIGNED TO MEDIA CENTER**

### **Purpose Statement**

The job of Paraprofessional assigned to Media Center was established for the purpose/s of working with individual and/or small groups of students under the supervision of a certificated teacher in the supervision and instruction of students; and providing clerical support to teacher/s and staff. Employees in this classification will receive a variety of assignments including classroom, library and clerical support. Demonstrates support for the Vision, Mission, Beliefs and Goals of District #202. Upholds the established Board of Education policies, regulations and administrative procedures.

This job reports to The Principal or Administrator Designee

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### **Essential Functions**

- Adapts Media Center activities, assignments and/or materials under the direction of the supervising teacher for the purpose of supporting and reinforcing classroom objectives.
- Assesses malfunctions of hardware and/or software applications for the purpose of determining appropriate actions to maintain computer operations.
- Assists in the operation and applications of standard school equipment (e.g. computers, audio visual equipment, copier, laminator, etc.) for the purpose of ensuring proper usage of District equipment.
- Assists students, individually or in small groups, with lesson assignments (e.g. read stories, listen to students read, providing writing assistance, reinforce English lessons, provide spelling practice, facilitate activities, computer learning programs, etc.) for the purpose of practicing and/or reinforcing learning concepts and assisting students in reaching academic goals and grade level standards.
- Assists the teacher with student management in the Media Center for the purpose of providing a safe learning environment.
- Assists with and monitors classroom assignments, tests, homework assignments, make-up work, etc. for the purpose of supporting teachers in the instructional process.
- Attends meetings and in-service presentations as needed for the purpose of acquiring and/or conveying information relative to job functions.
- Coordinates students, teachers and technical support personnel for the purpose of scheduling operations of Media Center.
- Escorts students to and from various rooms and/or activities as needed for the purpose of providing a safe learning environment.
- Fosters and maintains a positive and effective working relationship with teachers, administrators, support staff, District staff, students, parents and the community for the purpose of adhering to the policies, regulations and administrative procedures.
- Implements, under the supervision of assigned Media Specialist, instructional programs and lesson plans for the purpose of presenting and/or reinforcing learning concepts.
- Maintains Media Center equipment, work area, and manual and electronic files and records for the purpose of ensuring availability of items and providing a safe learning environment.
- Maintains professional confidentiality in all areas of responsibility for the purpose of adhering to the policies, regulations and administrative procedures.

- Monitors individuals and/or groups of students in a variety of library settings for the purpose of providing a safe and positive learning environment.
- Oversees assistants, volunteers, student aides, etc. for the purpose of ensuring that assignments are completed in a safe, proper and timely manner.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the Media Center.
- Provides feedback of student performance to teachers and students for the purpose of assessing the effectiveness of instruction.
- Reports observations and responds to emergency situations and incidents relating to specific students (e.g. accidents, fights, inappropriate social behavior, violations of rules, safety conditions, etc.) for the purpose of communicating information to appropriate instructional and/or administrative personnel.
- Responds to emergency situations (e.g. injured student, fights, etc.) for the purpose of resolving immediate safety concerns and/or directing to appropriate personnel for resolution.
- Supports classroom teachers and other school personnel for the purpose of assisting them in the implementation of curriculum and teaching methodologies.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records; guiding others; interpersonal aptitude; monitoring activities; effective listening; and problem solving.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; safety practices; current and emerging technology; and office equipment/software.

ABILITY is required to schedule activities; collate data; and use basic, job-related equipment. Flexibility is required to work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with others; work with specific, job-related data; and utilize specific, job-related equipment. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: sensitivity to persons of diverse backgrounds; communicating in a positive, non-threatening manner; maintaining confidentiality; setting priorities; working as part of a team; working with constant interruptions; adaptability/flexibility; reliability; multi-tasking; organizing; physical stamina; decision making; speak, read and write in English; and bilingual is beneficial.

#### **Responsibility**

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; and operating within a defined budget.

#### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed in a generally hazard free environment.

**Experience** No job related experience is required.

**Education** Targeted job related education that meets organization's prerequisite requirements.

**Equivalency** None Specified

**Required Testing**

Pre-employment Physical Exam  
Pre-employment TB Test

**Continuing Educ. / Training**

Evaluation as outlined in the PASS Negotiated Agreement

**FLSA Status**

Non Exempt

**Certificates & Licenses**

Professional Educator License with Stipulations (PARA) issued by Regional Office of Education; AND  
60+ College credit hours;  
or have completed a paraprofessional training program;  
or have passed the ETS Para Pro assessment (460 or higher)  
or Professional Educator License

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**Approval Date**

7/1/2013

**Salary Grade**