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Name of Employee (Please Print) **Last 4 Digits of SSN**

Pitt County Schools Job Description

Media and Technology Assistant

Reports To: Media Coordinator, Principal
Term of Employment: 10 months (7 hours a day)
Performance Evaluation: Performance to be evaluated annually by the school principal.
Education/Qualifications: Associate's Degree or equivalent technology / library media work experience
Pay Grade: 56

Summary: The Media and Technology Assistant will help the Media Coordinator perform library media and technology duties to ensure the efficient management of the School Library Media Center. The Media and Technology Assistant will perform these duties under the direction of the Media Coordinator. Duties will include instructional, technical, and clerical support.

Duties and Responsibilities:

1. Help manage the library media space to provide an optimal learning environment
    a. Prepare bulletin boards, seasonal decor, displays, book fairs, etc
    b. Ensure the space is organized and neat
2. Help prepare reports, correspondence, flyers, and instructional materials
3. Catalog and process new print and non-print materials
    a. Examples include but are not limited to unpacking new materials, checking invoices, importing prepared records, creating original records as needed, printing and affixing labels.
4. Shelve books and other materials
5. Run circulation functions and reports in Destiny and assist patrons at the circulation desk
6. Oversee student media helpers
7. Help patrons locate both print and electronic materials and resources
8. Perform basic troubleshooting tasks
    a. Examples include but are not limited to resetting devices, assisting with login issues, assisting with technology tickets, connecting to wireless networks, etc
9. Perform minor repairs on equipment
    a. Examples include but are not limited to replacing projector bulbs, printer cartridges, laminator film, and poster printer ink and paper
10. Conduct basic equipment set up of projectors, computers, laptops, document cameras, etc
11. Effectively use a variety of electronic platforms such as Google Suite, TIPWeb-IT, Destiny, and Sora to support instruction, inventory, device management, and collection management
12. Effectively use electronic tools such as email, spreadsheets, word processing, and mail merge to track and communicate information
13. Provide basic tech support to parents and families on navigating instructional applications, platforms, and databases
    a. Examples include but are not limited to SeeSaw, Canvas, NCWiseOwl, Ebsco, Destiny Discover, Clever, iReady, etc.
14. Participate in professional development to enhance library media and technology skills
15. Pull and prepare requested materials for class use
16. Assist in managing schedule and equipment use
17. Assist with library media learning activities and read books to small groups or classes
18. Perform additional duties and responsibilities as assigned.

Preferred Characteristics

- Proficient in technology use
- Self-motivated
- Customer service-oriented
- Positive attitude
- Lifelong learner
- Detail-oriented

Your signature below indicates that you agree to perform each of the duties identified on this job description and understand that failure to perform any of the duties may lead to reprimand up to and including dismissal by the Pitt County Schools Board of Education.

Signature of Employee / Date

Supervisor/HR Team Member / Date