ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE
Media Associate

QUALIFICATIONS
1. High school diploma.
2. Demonstrated aptitude for the work to be performed.
3. Works well with staff and students.

REPORTS TO
Media Specialist and Building Principal

JOB GOALS
To assist the media specialist in operating a well organized, smoothly functioning media center.

PERFORMANCE RESPONSIBILITIES
1. Operates the circulation system.
2. Schedules and presents all programming for the in-house video system.
3. Receives and processes books, equipment and material selected for purchase by the media specialist.
4. Processes reports, schedules, orders, catalog cards, etc.
5. Maintains files of catalog cards, vertical file material, publishers' catalogs, etc.
6. Reads materials for reserve upon teachers' requests.
7. Prepares current magazines for shelving and maintains the back number stacks.
8. Shelves incoming materials.
9. Helps students locate reference materials and other instructional materials.
10. Notifies students of overdue books and materials.
11. Reads to small groups of students.
12. Assists the media specialist in maintaining proper student discipline.
13. Maintains current inventory of supplies and suggests items for acquisition as needed.
14. Assists in the annual inventory of media center materials and the preparation of lists of missing materials and materials to be discarded.
15. Makes simple repairs on damaged books.
16. Oversees the general neatness and attractiveness of the media center.
17. Performs such other tasks as the media specialist may from time to time assign.
18. Operates in accordance with board policies and sees that all policies of the board pertaining to employee's area of jurisdiction are implemented.
19. Performs such other tasks as may be assigned by the board.

TERMS OF EMPLOYMENT
Salary and work year to be established by the board.

EVALUATION
Performance of this job will be evaluated in accordance with provisions of the board's policy.

Approved by Board of Education on April 13, 1992

Revised May 10, 1999