



10910 Clarksville Pike Ellicott City, MD 21042 410-313-6600 www.hcpss.org

Media Paraeducator

DESCRIPTION

The person in this position works under the general supervision of the principal or assistant principal. With direct supervision from a Media Specialist, the Media Assistant provides media assistance to students and staff in all aspects of media center services, including the circulation of library materials, research, audio/visual components equipment, and clerical work. Performance is evaluated periodically. **Under the Fair Labor Standards Act, this position is not exempt from overtime.**

ESSENTIAL JOB FUNCTIONS

- ✓ Provides media assistance to students and staff in all aspects of media center services
- ✓ Types letters, memos, reports, and performs general clerical work
- ✓ Packs and unpacks cartons of books and other media center materials
- ✓ Shelves and prepares books and media center materials for circulation
- ✓ Performs other duties as assigned.

This job description is a summary of the functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- ✓ Ability to file alpha-numerically
- ✓ Ability to prepare and maintain records
- ✓ Ability to compose letters and memos
- ✓ Ability to keyboard at a moderate speed
- ✓ Ability to communicate clearly and concisely in both written and oral form
- ✓ Ability to understand and carry out directions
- ✓ Ability to use computers and various word processing programs
- ✓ Ability to troubleshoot computer problems and assist staff and students
- ✓ Ability to assist staff and students on the use of computer hardware and software programs
- ✓ Knowledge of business English, spelling, punctuation and grammar
- ✓ Knowledge of common office procedures
- ✓ Knowledge of methods of filing
- ✓ Knowledge in the use of various types of office equipment
- ✓ Perform other duties as assigned.

EXAMPLES OF WORK

- ✓ Types letters, memos, reports, requisition/purchase order, and or direct payments
- ✓ Produce computer generated documents, inventories, schedules, etc.
- ✓ Perform general clerical work to include, but not limited to, filing, duplicating and collating, distributing mail and ordering supplies
- ✓ Assists with collection inventory
- ✓ Researches and supplies information
- ✓ May be required to answer the telephone, take messages and answer inquiries within the assigned scope of responsibility
- ✓ Assists with instructional lessons/activities
- ✓ Check in and circulate newspapers/periodicals
- ✓ Monitors students using the computers
- ✓ Assists students and staff with the circulation of library media materials
- ✓ Maintains instructional equipment
- ✓ Operates various office machines and instructional audiovisual equipment
- ✓ Maintains computerized account of book inventories
- ✓ Perform other duties as assigned.

MINIMUM EDUCATION, TRAINING AND EXPERIENCE

High school diploma or equivalent.

REQUIRED LICENSES AND CERTIFICATES

None

ADDITIONAL DESIRABLE QUALIFICATIONS

Interest in working with media materials.
Willingness to learn new tasks and techniques.
Ability to be resourceful and flexible.

Equal opportunity employer

The Howard County Public School System (HCPSS) is an Equal Opportunity Employer. HCPSS ensures equal employment opportunity for all persons without regard to race, color, religion, national origin, sex, marital status, disability, sexual orientation, or political affiliation.