CROWN POINT COMMUNITY SCHOOL CORPORATION
JOB DESCRIPTION

POSITION: MEDIA PARAPROFESSIONAL

SUPERVISED BY: CPCSC Media Coordinator

EVALUATED BY: Building Principals

QUALIFICATIONS:

1. EDUCATION: Two years of college or ability to pass the Praxis Test.
2. EXPERIENCE: Successful experience in a media type position including technology.
3. SKILLS: Demonstrate strong, positive, organizational and customer service skills.
4. SPECIAL REQUIREMENTS:
   a. Strong oral and written communication skills to successfully work with students, staff, teachers and principal.
   b. Skill in developing methods used in organizing and retrieving materials and equipment in the most efficient manner for distribution to students and staff.
   c. Ability to create a warm, friendly atmosphere in the media center which will attract students and staff.

JOB SUMMARY: The Media Paraprofessional works in partnership with the CPSCS Media Coordinator to provide information and services to all students and staff including obtaining materials, using digital resources, and ensuring that the media center holdings are processed, maintained and circulated in an efficient and equitable manner. This position has a focus on student Chromebook technology support. Tasks include troubleshooting, setup, lost and found, distributing loaners, recording repairs, and managing Chromebook data.

GENERAL RESPONSIBILITIES:

1. Provide media center orientation for students and staff.
2. Assist all patrons in locating and retrieving material and equipment in the media center.
3. Provide guidance in assisting students to be selective readers.
4. Instruct and read to classes that come to the media center.
5. Display a familiarity with the scope of print and digital resources.
6. Enlist suggestions from staff and students for material selection.
7. Identify and select material to support educational curriculum.
8. Maintain professional catalogs to be used for purchase of print and digital materials.
9. Generate orders and managing media budgets.
11. Promote school-wide library usage through creative use of bulletin boards and displays.
12. Maintain a working knowledge of the Follett Destiny automated circulation system and its processes.
13. Shelve and straighten books and other circulating materials.
14. Maintain records and create reports for Renaissance Place reading program.
15. Assist faculty with the use of audio-visual equipment.
16. Maintain inventory of all material and equipment.
17. Repair and mend damaged books.
18. Conduct Book Fairs for the staff and students.
19. Direct student assistants in assigned duties.
20. Assist students with all aspects of Chromebooks.
21. Enter CRP Tickets for Chromebook repairs.
22. Supervise student activity in the media center.
23. Respond promptly to phone and email requests.
24. Participate in scheduled media meetings.
25. Provide warm, friendly, efficient customer service to all patrons.
26. Due to the changing needs of the organization other duties may be assigned.