

Hyde County Schools

MEDIA ASSISTANT

NATURE OF WORK

An employee in this class performs a variety of technical, computer, and clerical tasks in order to provide audiovisual and technical services to the library. Work involves operating and maintaining specialized automated booking catalog; and demonstrating the operation of audiovisual equipment. Employee performs clerical, technical and administrative tasks in order to establish and maintain inventory, to track loaned equipment and materials; and to provide lists of resources that support curriculum and instruction.

DUTIES AND RESPONSIBILITIES

Operates and maintains specialized audiovisual computer booking and catalog program.

Loans audiovisual equipment and materials to teachers.

Maintains files of requests and distribution of audiovisual equipment and materials.

Demonstrates setup and operation of audiovisual equipment and materials.

Inspects loaned audiovisual equipment and materials for maintenance and repair.

Distributes teachers' guides, catalogs, and instructional support material.

Provides clerical and technical support for the library.

Assists with telephone and email inquiries.

Performs related work to assist with Library Media Services as needed.

Performs other related duties as assigned.

MINIMUM TRAINING

High school diploma supplemented by clerical and technical training with 1 to 2 years of experience; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

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ESSENTIAL JOB FUNCTIONS

Must be physically able to operate a variety of equipment including computers, copiers, typewriters, audiovisual equipment, etc. Must be able to exert up to 20 pounds of force occasionally, and/or a negligible amount of force constantly.

Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics of data, people or things.

Requires the ability to read a variety of correspondence, reports, forms, journals, etc. Requires the ability to prepare correspondence, forms, records, etc. using prescribed format.

Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions.

Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc.

Requires the ability to deal with people beyond giving and receiving instructions.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of automated booking and catalog procedures.

Considerable knowledge of satellite network operations.

General knowledge of videotape operations and duplication rights and responsibilities.

General knowledge of operations of audiovisual equipment and materials.

Some knowledge of repair and maintenance of audiovisual equipment and materials.

Ability to provide training in the setup, operation, and troubleshooting of audiovisual equipment and materials.

Ability to maintain complete and accurate records.

Ability to understand and follow oral and written instructions.

Ability to perform the physical labor required of the position.

Ability to establish and maintain effective working relationships with persons of diverse backgrounds and teaching/learning styles as necessitated by work assignments.

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REPORTS TO: Media Specialist

FSLA STATUS: Non-Exempt

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees in this job.