

Paraprofessional, Media

Marshall Public School District Job Description

Position Title: Paraprofessional

Department: Computer Lab / Media

Reports To: Principal

SUMMARY: Serve as a supervisor and facilitator for the computer lab / media / audvis department.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Supervise Computer Labs containing 52 computers making sure students stay on task while instructing and assisting them in Microsoft Word, Excel, Power Point, Publisher, Plato (credit recovery) and Internet research along with organizing the scheduling for both Computer Labs and maintaining the computers and equipment.
- Assist and instruct teachers and staff on how to access their computers for printing jobs to the Ricoh, also troubleshooting hardware/software problems.
- Work in SIS on daily basis entering data, printing reports and schedules.
- Instruct and assist teaching staff on entering data in web-based SIS Inventory.
- Correspond with Channel One Network, distributing flyers and recording special programs for classroom use.
- Maintain, distribute and set up media/audvis equipment for the teaching staff, in-services, banquets, Health Fairs, etc., recording events, taking pictures and special VCR/DVD dubbing.
- Create, organize, and design programs, certificates, logs, and charts for sports activities, plays, musicals, academics, and commencement.
- Gather and organize information on all MHS sports to be put on the Marshall Public Schools website.
- Responsible for distributing and gathering all MHS students Internet Agreements.
- Make copies for teachers and staff, work closely with the Print Shop on a daily basis.
- Laminate items for teachers and staff.
- Enter computer survey data annually.
- Work high school registration taking photos of students for ID cards.
- Assist and supervise computer labs for Summer School.

SUPERVISORY RESPONSIBILITIES: None

EDUCATION and/or EXPERIENCE: High school diploma or general education degree (GED) with five years previous computer software/hardware experience.

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EVALUATION: Performance of this position will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Staff Personnel.

TERMS OF EMPLOYMENT: Nine-month employee. Salary to be established by the Board.

