

Job Description
GRANT FUNDED

Job Title: Media Assistant I - Temporary
(Denbigh & Watkins Early Childhood Centers)
Job Classification: Non-Exempt

Supervisor: Instructional Supervisor
Pay Grade: 17
Contract Length: 196 Days

Job Summary

This role includes delivering interactive Storytime sessions to nurture students' curiosity and enthusiasm for literature.

Essential Duties

1. Operates and supervises the media center to which assigned.
2. Leads Storytime sessions for Pre-K classes.
3. Inform teachers and other staff members of new materials.
4. Maintains a comprehensive and efficient system for cataloging all media center materials and instructs teachers and instructional assistants on its use.
5. Creates and updates engaging displays and exhibits to capture students' interest and encourage exploration of library resources.
6. 10. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment.)

Other Duties

1. Performs any other related duties as assigned by the Supervisor.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and to manage multiple priorities simultaneously. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Completion of a standard high school course of study or any equivalent combination of experience and training, including keyboarding, other business courses, and computer usage. Knowledge of standard office practices, procedures, and equipment. Knowledge of business English, spelling, and math telephone etiquette. Knowledge of library organization and/or previous experience in library work is preferred. Ability to establish and maintain effective working relationships with students, teachers, administrators, and volunteers.

Working Conditions and Physical Requirements

Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom levels and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms and on the telephone; physical agility to lift up to 25 pounds to shoulder height and 50 pounds to waist height; and to bend, stoop, climb stairs, and reach overhead.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school/classroom environment. Duties may be occasionally performed on field trips away from school. The noise level in the work environment is usually moderate.

Supervision Exercised: None

Supervision Received: Instructional Supervisor of Library Media Services

This job description in no way states or implies that these are the only duties to be performed by this employee. The essential duties are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The Media Assistant I will be required to follow any other instructions and to perform any other related duties as assigned by the Instructional Supervisor of Library Media Services. Newport News Public Schools reserves the right to update, revise, or change this job description and related duties at any time.

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print) _____

Signature

Date

Revised 01/25 JSA