

Media Center Instructional Assistant

Nature of Work

Employees in this classification assist public school teachers by organizing and maintaining the media centers in public school facilities. Specific assignments vary depending upon the age of the children, size of the media center and type of audio/visual equipment available. Activities associated with the job include assisting individual students or students in small groups to find books and other reference materials, assisting students with media center assignments, and organizing all books, magazines, reference materials, video and audio tapes in the media center. Incumbents must be capable of providing effective instruction to elementary school age children and maintain a high level of energy while interacting with students. Knowledge of media center organization and operation is required. Job performance is typically evaluated by several teachers through observation of interactions with students, ability to impart knowledge and skills to students, and personal organizational skills.

Illustrative Examples of Work

- Work with individual students or small groups of students to assist them with media center assignments.
- Prepare newly acquired books and materials for shelving including bar coding from disk or manually, stamp with the school insignia, and apply book pockets.
- Administer and score basic diagnostic tests when recommended by the class room teacher.
- Make bulletin boards and hang posters and decorate the media center.
- Monitor the behavior of students while in the media center and discipline when necessary.
- Make copies of learning materials, tests, lesson plans, calenders, and related teaching materials.
- Read stories to small groups of children while in the media center.
- Laminate posters and other educational materials for teachers classrooms and the media center.
- Assist with cleaning and organizing the media center.
- Shelve books and other learning materials, and check materials in and out of the media center.
- Maintain audio/visual equipment and replace bulbs, printing cartridges, etc.
- Conduct art activities and other instructional assignments to assist classroom teachers.
- Perform related duties as required.

Necessary Requirements of Work

Graduation from an accredited high school or GED program supplemented with additional course work in elementary education, experience providing instruction to elementary school age children, experience working in a library or media center, ability to successfully interact with students, parents, and co-workers, strong organizational skills or any equivalent combination of education and experience to provide the following critical knowledge, skills, and abilities:

- Knowledge of basic educational and learning curriculum for elementary age children according to established educational attainment standards.
- Knowledge of basic aptitude and diagnostic tests for children attending elementary school.
- Knowledge of state and federal guidelines for interacting with children attending public schools.
- Knowledge of basic instructional aides and techniques for instructing elementary age children.
- Knowledge of the Dewey Decimal system for organizing books and periodicals.
- Knowledge of common media center organization for fiction, biography, and reference books and materials.
- Ability to communicate effectively with children, parents, teachers, and co-workers.
- Ability to maintain order and discipline with small and large groups of children.
- Ability to administer tests and accurately assess the results.
- Ability to organize personal time and activities to meet multiple job demands and work assignments.
- Ability to perform the physically demanding aspects of the job.
- Skill in the operation of laminating equipment, copiers, risographs, video equipment, and related instructional equipment.