

The Howard County Public School System

Job Analysis

JOB TITLE: MEDIA ASSISTANT

DOT/O*NET Code: 249.367-046/43-4121.00

POSITION INFORMATION

Summary of Duties: The Media Assistant provides general support to the Media Specialist and users of the media center. The Media Assistant works a 180-day year in elementary and middle school media centers. Responsibilities of the Media Assistant include providing assistance in the ordering of materials, weeding items from the collection, checking items in and out of the center, shelving materials, tracking inventory, creating displays of materials, and assisting students and teachers as appropriate.

Essential Job Functions:

- Check books in and out; place returned books on cart and re-shelve.
- Monitor placement of books to ensure that they remain shelved correctly.
- Assist with class activity planning; set up tables for class activities.
- Assist Media Specialist and/or teacher during classes held in the media center.
- Read to students.
- Run reports listing overdue books; distribute notices to students and teachers; prepare related correspondence.
- Assist with inventory.
- Schedule and track use of equipment in the school; maintain database of equipment.
- Assist with ordering of new materials.
- Receive and unpack new books; process new books; send/take new books to media tech services for bar coding; prepare shelf cards and call labels.
- Make minor repairs to books.
- Deliver audio-visual equipment to classrooms and set up for use.
- Assist video distribution system; insert videos in tower in media center, and prepare for viewing in classrooms.
- Make minor repairs to audio-visual equipment; send in repair requests for equipment.
- Assist students in selecting books.
- Assist in determining which books should be withdrawn from the collection each year; pull the designated books, remove from inventory lists, and box books.
- Compile lists of bibliographies of special interest books, and lists of research materials related to classroom topics.
- Maintain teachers' resource materials; keep items current.
- Prepare bulletin boards as directed by Media Specialist; hang displays/decorations.
- Provide basic assistance to students and staff with use of computers and software, including the computer lab.

- Prepare correspondence and announcements.
- Prepare spreadsheets for special projects; maintain records for special projects.
- Laminate materials on designated days.
- Photocopy.
- Handle incoming telephone calls.
- Assist with book fairs; prepare displays of books.
- Prepare the center for special events.
- Supervise and train student aides and volunteers.
- Responsible for lunch, recess, and hall duty, as assigned.

Machinery, Tools, Equipment, Work Aids Used:

- Computers
- Scanners
- Printers
- Photocopiers
- Laminating Machine
- Audio-Visual equipment
- Telephones
- Carts
- Book holders
- Posters
- Stools
- Date stamp; school stamp
- Scissors, tape, glue, paper, pens, pencils, markers, staplers, rulers
- Paper cutter
- Hole punch
- Ladder (3 to 5 feet)
- Tables and chairs

Products/Materials Handled:

- All items listed under machinery, tools, equipment, work aids used
- Books; boxes of books
- DVD's, CD's
- Newspapers, magazines

EDUCATIONAL/VOCATIONAL PREPARATION

- High School Diploma.
- An Associate's Degree may be required in SIU schools.

REQUIRED CERTIFICATES/LICENSES

- N/A

KNOWLEDGE, SKILLS AND ABILITIES

- Some computer skills; use of both PC and Macintosh computers may be required.
- Strong oral communication skills.

- Able to prepare basic correspondence.
- Able to file alpha-numerically.
- Able to conduct research.
- Basic knowledge of the use of Audio-Visual equipment.
- Creativity in handling assignments from teachers, and addressing problems of students.

JOB SITE ENVIRONMENT

Work Site

- Inside: 90% to 95%
- Outside: 5% to 10% (field trips, outings, recess, or meeting buses)

Temperature Factors

- N/A

Noise Factors

- Intermittent noise from the showing of a movie or video presentation may be sufficient to interrupt conversation

Vibrations (continual, intermittent, body strain from repeated motion or shock):

- N/A

Air Quality Factors

- Some odors/fumes from the laminating machine may be noticeable.

Working Surface

- Even, flat, generally carpeted
- Stairs in the building outside of the media center

PHYSICAL REQUIREMENTS

Non-Material Handling:							
	N	R	I	O	F	C	
Not Required							
Rarely <1%							
Infrequently <8%							
Occasionally <33%							
Frequently <66%							
Constantly >67%							
							<i>Description of Requirements at one time and throughout the shift</i>
Bend					X		Usually partial bending for 5 sec to 1 minute at a time, shelving books or assisting a student. Longer periods are required during inventory once a year or for special projects. Alternatives to bending may include sitting on a stool, squatting, and kneeling.
Squat				X			Usually partial squatting for 5 to 30 sec at a time. Alternatives to squatting may include sitting, bending, and kneeling.
Kneel			X				May be used to shelve books. Alternatives to kneeling may include sitting, bending, and squatting.
Crawl	X						Not required.
Balance				X			Most surfaces are level and even. Needs to be able to negotiate around tables and chairs with active students.
Reach Above Shoulder				X			Needed (repeatedly at times) to shelve and retrieve books; and work on projects.
Sit					X		Sustained sitting is usually limited to 15 to 30 minutes at a time, but may need to sit for 60 minutes at a time.
Stand						X	Standing is usually combined with walking short distance for sustained periods during active periods. Longer walking required to retrieve or deliver equipment throughout the school.
Walk					X		Generally for short distances within the media center. Needs to be able to walk for longer periods 3 to 5 minutes repeatedly on some days.
Running	X						Not required.
Alternate Sit/Stand						X	Needed throughout the day.
Hand Dexterity						X	Needed for turning book pages, handwriting, keyboarding, to use a scanner, select files, use office tools and machines; and manipulate small and medium size objects.
Hand Controls			X				Needed to operate office tools. May at times be needed for extended periods.
Foot Controls		X					Not usually needed.
Stair Climb		X					Needed at times for efficient travel between floors. An elevator is available.
Ladder Climb		X					Required for using step ladders when putting up bulletin boards, organizing closets, hanging student work
Driving	X						Not Required

Material Handling:							
	N	R	I	O	F	C	
Not Required							
Rarely <1%							
Infrequently <8%							
Occasionally <33%							
Frequently <66%							
Constantly >67%							
Repetitions per day							
1-10							
<25							
<100							
100-500							
500+ per day							
							In pounds
Lift Floor to Knuckle		30	20	--	--	--	On rare occasions books are boxed and may be placed on the floor. Alternatives to lifting a heavy box include dividing the load, assistance from student aide, or sliding the box.
10 in. to Knuckle		30	15	10	5	3	Needed to shelve books and retrieve a stack of books.
Knuckle to Shoulder		20	15	10	5	3	Needed to shelve books and retrieve. Commonly lifting, other than books, is to and from desk or table height; and mid-thigh to mid-chest.
Shoulder to Overhead		15	10	5	3		Needed to retrieve and shelve books; place posters or displays; and store supplies and equipment.
Push				20			May be needed to move a library or equipment cart.
Pull				20			May be needed to move a library or equipment cart.
Carry				20			Books may be carried cradled in one arm and placed or retrieved with the other. A cart is available. Student aides are often available for shelving books.

JOB ANALYSIS REVIEW

Printed Name

Signature

Title

Howard County Public School System

Date

JOB ANALYSIS PREPARATION

Printed Name

Signature

Title

Company

Date

Printed Name

Signature

Title

Company

Date