

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

PARAPROFESSIONAL, Media Instructional

QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma, plus one of the following qualifications:
- Complete at least two years of study at an accredited institution of higher education (i.e., community college, college or university) **OR**
- Obtain an Associate's (or higher) degree **OR**
- Meet a rigorous standard of quality and can demonstrate, through a formal State or local academic assessment, knowledge of and the ability to assist in instructing reading, writing and mathematics or reading readiness and mathematics readiness, as appropriate.

*Note: (AFT certified **AND** High School Diploma or equivalence or Florida Special Diploma per grandfather provision prior to July 1, 2010 for Non Title I designation.)*

KNOWLEDGE, SKILLS, ABILITIES

- General clerical skills.
- Bilingual ability may be required per advertised vacancy specifications.
- Knowledge of computer and technological applications as related to specific job functions.

SUPERVISION

REPORTS TO Principal and/or Designee
SUPERVISES No supervisory duties

POSITION GOAL

To perform instructional support, technical and clerical duties necessary for the operation of the media center.

PERFORMANCE RESPONSIBILITIES

1. *Perform instructional support, technical and clerical tasks of the media center.
2. *Oversee circulation desk activities.
3. *Operate, maintain, and perform basic troubleshooting on audiovisual equipment, computer and peripherals, and report work orders to the appropriate staff member, when requested by the Principal and/or Designee.
4. *Perform general duties to include maintenance of media materials, updating library circulation databases, AV-materials scheduling, and assistance with media inventory process, when requested by the Principal and/or Designee.
5. *Support the operation of the media center including but not limited to scheduling and organizing book fairs; weeding, selecting and ordering books and media materials; and scheduling media/computer use, when requested by the Principal and/or Designee.
6. * Maintain the appearance of the media center.
7. *Support the use of media computers and computer labs, when requested by the Principal and/or Designee.
8. * Facilitate television production and editing, when requested by the Principal and/or Designee.
9. *Answer phone inquiries when requested by the Principal and/or Designee.
10. *Assist with instructional support and supervision of students in large or small groups, when directed by the Principal and/or Designee.
11. *Observe confidentiality of students and student records at all times.
12. Perform other duties as assigned by the Principal and/or Designee.

**Denotes essential job function/ADA*

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EQUIPMENT / MATERIALS

Computer, scanner, projectors, screens, printers.

PHYSICAL REQUIREMENTS

Light Work

Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and/or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.

PHYSICAL ACTIVITIES

Sitting

Resting with the body supported by the buttocks or thighs.

Standing

Assuming an upright position on the feet particularly for sustained periods of time.

Walking

Moving about on foot to accomplish tasks, particularly for long distances.

Bending

Lowering the body forward from the waist.

Stooping

Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.

Kneeling

Bending legs at knee to come to a rest on knee or knees.

Twisting

Moving body from the waist using a turning motion.

Reaching

Extending hand(s) and arm(s) in any direction.

Pushing

Using upper extremities to press against something with steady force order to thrust forward, downward or outward exerting up to 20 pounds of force.

Pulling

Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 20 pounds of force.

Lifting

Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back muscles exerting up to 20 pounds of force.

Finger Dexterity

Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.

Grasping

Applying pressure to an object with the fingers and palm.

Feeling

Perceiving attributes of objects, such as size, shape, temperature or texture by touching with the skin, particularly that of fingertips.

Repetitive Motions

Substantial and continuous movements of the wrists, hands, and/or fingers.

Talking

Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.

Hearing Acuity

The ability to perceive speech and other environmental sounds at normal loudness levels.

Visual Acuity

The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

WORKING CONDITIONS

Indoors

The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.

TERMS OF EMPLOYMENT

TITLE I

PAY GRADE

C-A1-196 \$16,636 - \$29,544

District Salary Schedule
Months 10
Annual Days 196
Weekly Hours 37.5
Annual Hours 1470

POSITION CODES

PeopleSoft Position Multiple
Personnel Category 13
EEO-5 Line 48
Function Vary
Survey Code 59050
Job Code 2060P

FLSA

Applicable
 Not applicable

Previous Board Approval

BOARD APPROVED

April 27, 2010
March 9, 2010

ADA Information Provided by
Position Description Prepared by

EMC Services
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C-A3-188 \$15,954 - \$28,332

District Salary Schedule
Months 10
Annual Days 188
Weekly Hours 37.5
Annual Hours 1410

PeopleSoft Position Multiple
Personnel Category 13
EEO-5 Line 48
Function Vary
Survey Code 59050
Job Code 20608P

NON TITLE I

PAY GRADE

C-A-196 \$15,680 - \$27,843

District Salary Schedule
Months 10
Annual Days 196
Weekly Hours 37.5
Annual Hours 1470

POSITION CODES

PeopleSoft Position Multiple
Personnel Category 13
EEO-5 Line 48
Function Vary
Survey Code 59050
Job Code 2060

C-A2-188 \$15,037 - \$26,707

District Salary Schedule
Months 10
Annual Days 188
Weekly Hours 37.5
Annual Hours 1410

PeopleSoft Position Multiple
Personnel Category 13
EEO-5 Line 48
Function Vary
Survey Code 59050
Job Code 20608