

# MONMOUTH REGIONAL HIGH SCHOOL

**TITLE**                      **MEDIA CENTER ASSISTANT**

**Reports to:**                Assistant Principal

## **Nature and Scope of the Job:**

The Media Center Assistant shall work cooperatively with and carry out tasks under the direction of the Library Media Specialist.

## **Qualifications:**

1. Minimum of 60 college credits.
2. Must possess a County Substitute Certificate or subject area teaching certification.
3. The ability to work effectively with a diverse student population
4. The ability to operate and maintain a variety of technological equipment
5. The ability to communicate effectively with others
6. The ability to function within the frame work of the school environment
7. Have knowledge of operational procedures of the Media Center
8. Demonstrates sensitivity for cultural diversity
9. Strong interpersonal and communication skills with students, staff and community
10. Demonstrated and sustained ability to perform all the necessary physical and mental functions of active job performance in this position
11. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

## **Employment Terms:**

10 Month Position (September 1 – June 30)

## **Job Functions and Responsibilities:**

1. Assist students and staff in using technology resources to locate and retrieve information.
2. Maintain appropriate technology skills needed to assist students and staff in the use of all technology equipment available in the Media Center
3. Work cooperatively with the teachers and students
4. Troubleshoot students' difficulties with technology equipment as they occur
5. Oversee student use of the internet according to the Monmouth Regional High School Acceptable Use Policy
6. Assist students and staff with various media Center computer programs as needed
7. Responsible for implementing Media Center policies and rules of student conduct
8. Preview new software for media Center use
9. Assist with sending out equipment for repairs
10. Assist with automated Media Center system
11. Supervise students and student activity in the Media Center

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12. Other such duties as may be assigned

**Evaluations:**

Twice a year completed by the Assistant Principal, in conjunction with the Library Media Specialist during the first three years of employment. One written evaluation per year thereafter.

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**Approved**

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**Date**

**First Reading Board of Education: November 17, 2015**