

**Hernando County School Board
Florida**

FLSA: Non-Exempt, Union

PARAPROFESSIONAL - MEDIA

Required Qualifications:

- High school diploma or General Education Diploma (GED)
- Ability to type and perform clerical tasks
- Ability to communicate effectively with teachers, students and school community within the media program
- Working knowledge of technology
- A.A. Degree, sixty (60) college credits or a passing score on the ParaPro Assessment Exam

Desired Qualifications:

- Two (2) years of experience in delivery of media services or an Associate's Degree, or a combination of this experience and college

Performance Responsibilities:

- Perform circulation tasks, such as charging, discharging, reserving, booking, scheduling and delivering of materials and equipment
- Perform data entry of patrons and media materials
- Locate materials and equipment for patrons and assist them in using media center resources
- Prepare and process orders of books, equipment and other media supplies
- Maintain records and inventories for the media center
- Perform clerical and bookkeeping activities for the media center
- Perform minor repairs of media center books and equipment
- Shelve, file and duplicate materials for the media program
- May be assigned duty time for breakfast, lunch, pick-up, drop-off, etc.
- Perform other duties as assigned by the principal and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the principal and/or designee

Evaluation:

Annual evaluation done by the principal and/or administrative designee

Terms of Employment:

10-month employment

Salary:

Salary based upon approved salary schedule - Noninstructional Level D

Job Code:

62040

Board Approved: 08/18/98

Revised: 01/20/09, 05/17/11, 09/06/11