



FERN RIDGE SCHOOL DISTRICT 28J Job Vacancy Announcement

LIBRARY MEDIA ASSISTANT 8.00 Hours per Day Elmira High School

June 18, 2018

Fern Ridge School District is currently accepting applications for an 8.00 hour per day Media Assistant position at Elmira High School. The media assistant has a 188 day employment calendar.

We are seeking outstanding candidates who will become members of a cohesive team at EHS. This position is under the direct supervision of a licensed staff member, instructs and assists students with basic media skills and is responsible for a variety of supervised clerical work related to the purchasing, processing, organizing and dissemination of media materials. This position also performs other duties as required.

There are a wide variety of benefits for this position including:

- **Starting Salary of \$13.80 to \$14.47 per hour, depending on experience.**
- **Insurance; Health, Dental, Vision, Life and Long Term Disability**
- **PERS Eligible**

Applicants can mail, drop off or email the following:

- Letter of Application
- Current Resume
- Classified Application
- Three (3) Letters of Recommendation

****Current Fern Ridge School District employees need only to submit a letter of interest.***

Other Considerations:

- Application screening will begin July 15, 2018
- This Position is open until filled
- Starting Date will be 2018-19 school year
- Highly Qualified applicants preferred but not required for this position.
 - Highly Qualified - Completed two years of study at a higher institution or obtained an associate's (or higher) degree or passed a paraprofessional test with the district.
- The successful candidate must have a fingerprint background check (cost is \$71.50) unless fingerprinting has already been done with another school district. A portion of this fee may be taken out of the employee's first paycheck if desired.
- The successful candidate must obtain/maintain a First Aid/CPR card
- The successful candidate must complete required online trainings.

Send to:

Fern Ridge School District
Human Resources Department
88834 Territorial Road
Elmira, OR 97437

Contact Information:

Website: www.fernridge.k12.or.us
Phone: 541-935-2253 ext 1203
E-Mail: mcook@fernridge.k12.or.us



FERN RIDGE SCHOOL DISTRICT 28J

JOB DESCRIPTION

Job Title: Media Assistant
Reports To: District Administration/Managers
Status: Classified – Non-Exempt

JOB SUMMARY

The primary function is assisting students with basic media skills and is responsible for a variety of clerical work related to the purchasing, processing, organizing and dissemination of media materials.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Demonstrate regular and acceptable attendance and punctuality.
2. Be familiar with and adhere to all relevant District Board policies, administrative regulations, and building rules.
3. Interacts thoughtfully and courteously with students, staff, parents, and community members and resolves conflict in a professional manner.
4. Work independently and cooperatively in teams with other staff members and students.
5. Attend staff meetings.
6. Attends in-service and workshop trainings.
7. Maintains appropriate certifications and training hours, as required.
8. Completes appropriate logs, forms and paperwork, as required.
9. Reports safety, sanitary and fire hazards immediately to supervisor.
10. Assists with selection, storage, and dispersal of media materials.
11. Assists with student use of media equipment.
12. Assists with preparation of exhibits and displays.
13. Provides information regarding the circulation and use of media materials upon request.
14. Trains and supervises student assistants.
15. Prepares books for circulation and media materials.
16. Maintains media material usage records.
17. Coordinates AV material and equipment.
18. Coordinates textbook and workbook distribution.

SUPERVISORY RESPONSIBILITIES

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each of the essential duties and responsibilities satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Required Knowledge, Skills and Abilities

1. Knowledge of English, spelling and mathematics.
 2. Knowledge of basic production equipment.
 3. Knowledge of modern media techniques.
 4. Knowledge of processing purchasing, processing and disseminating media materials.
 5. Instructs students in media skills and proper use of the media.
 6. Accuracy and organizational skills.
- **Education and/or Experience:** At least one year related experience and/or training or equivalent combination of education and experience in library clerical work; prior successful experience working in a school setting or with children strongly preferred.
 - **Interpersonal Skills:** Works well with others from diverse backgrounds. Ability to successfully and appropriately work with students, staff, parents and community members. Maintain confidentiality.
 - **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to read, analyze, and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and governmental regulations. Ability to write routine reports and correspondence. Ability to effectively present information and respond to questions in small group or one-on-one situations.
 - **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute and apply rate, ratio and percent to practical situations.
 - **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, schedule or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
 - **Computer Skills:** General knowledge of computer usage and ability to use, e-mail, internet software, word processing software and computer programs used by the District. Ability to type accurately and proficiently.
 - **Other Skills and Abilities:** Ability to appropriately communicate with students, teachers, parents, members of the community, and vendors. Ability to multi-task, meet

timelines and exercise good judgment while working in a dynamic environment and appropriately react to a wide spectrum of behaviors of students.

- **Certificates, Licenses, Registrations:** Certificates as determined by the District and other training as assigned by the District.

WORKING CONDITIONS & PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions, duties, and responsibilities of the job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk, stand, sit, use hands for fine manipulation, handle or feel and reach with hands and arms. The employee occasionally required to stoop, kneel, or crouch. The employee must regularly lift and/or move up to 40 pounds and perform other physical manipulations. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment combines a standard office setting including office equipment (fax, copier, phone, computer, etc.) with the standard classroom setting. The noise level in the work environment is usually low to moderate, but occasionally high depending upon student population and activities. The employee is occasionally exposed to wet or humid conditions and outdoor weather conditions. The employee may be exposed to bodily fluids and/or bloodborne pathogens.

OTHER

Note: This is not necessarily an exhaustive or all inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise of guarantee of any specific terms of conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

11/2016