

New Albany-Floyd County Consolidated School District Elementary Specialist (Media) (440)

JOB POSTING

Job Details

Title **Elementary Specialist (Media)**
Posting ID **440**
Description **TITLE:** Elementary Specialist - Media
CLASSIFICATION: Instructional Support Staff
PAY GRADE 13: \$16.54-\$17.64 (*based on education and experience*)
REPORTS TO: Special Area Teacher Leader/Principal

QUALIFICATIONS:

- **Education and/or Experience:** High School diploma or general education degree (GED) and pass the paraprofessional test; or pass the Praxis Para Pro Assessment
- **Computer Skills:** Basic computer skills, familiarity with email systems, ability to learn systems such as, but not limited to, smart boards, document cameras, projection systems, sound systems, and digital technology

RESPONSIBILITIES:

- Supervises students.
- Instructs students relating to the use and operation of the media center.
- Reads aloud to students daily.
- Monitors the circulation desk and circulates library material.
- Operates automated media circulation system; assists students and school personnel in selection of materials.
- Processes overdue notices.
- Shelves printed material and proofread shelves.
- Maintains accurate inventory of books and equipment.
- Prepares purchase orders at the request of the Supervisor.
- Performs other related duties as assigned by the administration and/or other designee.
- The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the corporation.

SUPERVISORY RESPONSIBILITIES: This job has no supervisory responsibilities.

Shift Type **Part-Time**
Salary Range **Per Hour**
Location **S. Ellen Jones Elementary**

Applications Accepted

Start Date **07/14/2021**