

Job Description

Job Title: Media Assistant I

Supervisor: Principal & Media Specialist

Job Classification: Non-Exempt

Pay Grade: 15

Contract Length: 195 Days

Job Summary

Position is responsible for providing assistance to the Media Specialist.

Essential Duties

1. Maintains electronic database in the library automation system.
2. Assists students and teachers in the use of the library materials, including technology.
3. Prepares displays, orders, reports, notices, letters, etc. as requested by School Library Media Specialist.
4. Receives periodicals and prepares them for circulation.
5. Cares for library materials; including managing book stock according to accepted library practice, shelving materials daily, repairing damaged materials, maintaining bar codes, etc.
6. Provides superior customer service to students, teachers, and families.
7. Provides clerical support in the main office during periods of high volume or as directed by building principal.
8. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties

1. Performs any other related duties as assigned by the Principal & Media specialist or other appropriate administrator.
2. Provides back-up clerical coverage in the main office as needed.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and to manage multiple priorities simultaneously. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Completion of a standard high school course of study or any equivalent combination of experience and training including keyboarding and other business courses and computer usage. Knowledge of standard office practices, procedures and equipment. Knowledge of business English, spelling and math, telephone etiquette. Knowledge of library organization and/or previous experience in library work preferred. Ability to establish and maintain effective working relationships with students, teachers, administrators and volunteers.

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 functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal/typewriter; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels and on the telephone; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; physical agility to lift up to 25 pounds.

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. Duties are normally performed in a school/classroom environment. Duties may be occasionally performed on field trips away from school. The noise level in the work environment is usually moderate.

Supervision Exercised: None

Supervision Received: Principal & Media Specialist

This job description in no way states or implies that these are the only duties to be performed by this employee. The essential duties are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The Media Assistant I will be required to follow any other instructions and to perform any other related duties as assigned by the Principal & Media Specialist or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date

Revised 7/2025