POSITION DESCRIPTION

TITLE: Technology and Media Assistant
LOCATION: All Schools
REPORTS TO: Teacher-Librarian/Principal/Associate Principal(s)
DEPARTMENT: Secondary

SUMMARY STATEMENT:
Under the supervision of the Teacher-Librarian and Principal(s), the Technology and Media Assistant will assist in the operation of the library media center and manage the buildings 1:1 devices, working closely with students and staff.

ESSENTIAL FUNCTIONS:
1. Act as point of contact for Information Technology Department, staff and student technology devices.
2. Communicate effectively with students, staff, and the general public.
3. Assist the Teacher-Librarian in supervising and working with students in the operation of the library media center.
4. Assist the Teacher-Librarian in implementing behavioral management strategies with students.
5. Operate a computerized circulation and catalog system for check-in/out, start up, circulation, fines and overdues, entering and removing data, preparing reports, and inventory.
6. Manage the technology check-in and check-out process for staff and students devices and the timely reporting of lost or stolen devices as needed.
7. Work with district Asset Inventory Specialist and site Budget Secretary to maintain school asset inventory.
8. Maintain communication and coordinate feedback with the Information Technology Department as it relates to staff and student technology devices.
9. Help maintain district standards as it relates to how technology is deployed and used.
10. Perform minor repairs to staff and student technology devices, submit Service Desk tickets when needed.
11. Assist students on library media center computers, including resetting student computer login passwords, as needed, and accessing shared district folders and USB drives.
12. Assist in supervising and training of adult volunteers and student library assistants.
13. Perform minor repair of books such as taping, binding, and gluing.
15. Inventory and monitor curriculum resources.
16. Assist in maintaining bulletin boards and other library media center displays.
17. Maintain an up-to-date understanding of the overall operation of the library media center.
18. Set up and troubleshoot library media center computer presentation equipment.
19. Setup, troubleshoot, schedule, and broadcast videos, DVDs, and TV to entire school via the broadcast system.
20. Prepare correspondence and perform various clerical duties on the computer.

OTHER RESPONSIBILITIES:
1. Attend District meetings as needed.
2. Perform other related duties as assigned.

PHYSICAL DEMANDS REQUIRED:
Carrying (Up to 33%)
Standing (66-100%)
Walking (66-100%)
Sit (33-66%)
Reaching (Up to 33%)
Speaking (66-100%)
Vision (66-100%)
Hearing (66-100%)
Stooping (Up to 33%)
Bending (Up to 33%)
Pushing (Up to 33%)
Pulling (Up to 33%)
Use of hands and/or arms for repetitive motion (66-100%)
Lifting Up to 35 lbs. (Up to 33%)
Acceptable Attendance
MENTAL DEMANDS REQUIRED:
Reading (66-100%) Training (Up to 33%) Detailed Work (66-100%)
Confidentiality (Up to 33%) Constant Interruptions (66-100%) Verbal Communication (66-100%)
Written Communication (Up to 33%) Multiple Concurrent Tasks (66-100%)

Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.
(66-100%) = Continuously (33-66%) = Frequently (Up to 33%) = Occasionally

TOOLS AND EQUIPMENT NECESSARY:
Computers, telephone, photocopy machines, printers, scanner, VCR/DVD player, video and digital equipment, laminator, and all other tools and equipment necessary to perform the essential functions as listed above.

MINIMUM QUALIFICATIONS:
(Testing may be required.)
1. High degree of computer literacy or related field preferred.
2. Demonstrated ability to work with media technology preferred.
3. Experience with minor computer repairs preferred.
4. Must possess basic typing/keyboarding skills.
5. Demonstrated ability to work with the Dewey Decimal system.
6. Working knowledge of library media center collections, i.e. standard reference books, biography, etc.
7. Working knowledge of computer applications.
8. Working knowledge of computerized circulation and catalog system preferred.
9. Demonstrated organizational skills, initiative, the ability to prioritize tasks, and the ability to follow through.
10. Demonstrated ability to operate the office equipment listed in the tools and equipment area above.
11. Demonstrated ability to establish and maintain positive relationships with students and with colleagues as part of a team.

Notice of Nondiscrimination:
Evergreen Public Schools does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

<table>
<thead>
<tr>
<th>Title IX Coordinator</th>
<th>Section 504/ADA Coordinator</th>
<th>Civil Rights Compliance Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cale Piland</td>
<td>Holly Long</td>
<td>Tracy Thompson</td>
</tr>
<tr>
<td>13501 NE 28th Street</td>
<td>13501 NE 28th Street</td>
<td>Director Human Resources</td>
</tr>
<tr>
<td>P.O. Box 8910</td>
<td>P.O. Box 8910</td>
<td>13501 NE 28th Street</td>
</tr>
<tr>
<td>Vancouver, WA 98668-8910</td>
<td>Vancouver, WA 98668-8910</td>
<td>P.O. Box 8910</td>
</tr>
<tr>
<td>Telephone: (360) 604-4431</td>
<td>Telephone: (360) 604-6711</td>
<td>Telephone: (360) 604-4010</td>
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</tbody>
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Variable Days Per Year (Includes Holidays)
Variable Hrs. Per Day

PSE: ____________________________ Date: ________________
District: ______________________ Date: ________________
NEW

Date: 6/10/2019
Classification: Service Worker
Display on Web? Yes

Technology and Media Assistant