

# CHANDLER UNIFIED SCHOOL DISTRICT

## JOB DESCRIPTION

**CLASSIFICATION:** GENERAL OFFICE  
**TITLE:** MEDIA ASSISTANT  
**CALENDAR:** [MEDIA ASSISTANT FULLTIME](#)  
[MEDIA ASSISTANT PART TIME](#)  
**SALARY:** [GRADE 7](#)

**Job Goal** Perform a variety of clerical services in the library

### **Minimum Qualifications:**

- High School Diploma or equivalent
- Ability to operate standard office equipment including computer and related software
- Satisfactory criminal background check
- Vision and hearing adequate to exercise job responsibilities in a safe manner

### **Core Job Functions:**

- Perform a wide variety of clerical tasks including typing, filing, coding, preparing reports
- Check books in and out of library
- Maintain a variety of records and files
- Input data into computer
- Shelf books and making minor repairs
- Operate library and AV equipment
- Collect fines for lost books under supervision of Media Specialist
- Prepare bulletin boards and displays as needed
- Train in library software
- Assist with library collection inventory as needed
- Assist students with book selection and technology assistance
- Be flexible and perform other duties relating to general job function as assigned by supervisor
- Accept responsibility for student well being and safety while they are in employee's care
- Be alert to and reporting the possibility of any substance use, child abuse, or dangerous situation based upon daily observation
- Operate and caring for school districts' equipment properly
- Follow district policies as outlined
- Perform all duties in a safe and prudent manner as directed by supervisors

### **Core Values/Professional Qualities:**

- Respond to all internal and external customers, as it relates to position, in a prompt, efficient, friendly and patient manner
- Function effectively as a team member
- Be responsible, reliable and punctual
- Be flexible and adaptable to change
- Positively accept direction
- Establish and maintain courteous, cooperative working relationships with students, staff and parents
- Direct constructive criticism toward improving the district
- Exercise positive problem solving behavior and conflict resolution skills
- Adhere to the dress code appropriate to the site and job
- Share sensitive student and staff information on a need to know basis
- Be a positive role model for students
- Work with a large cross section of people in a professional and non-judgmental manner

### **Physical Requirements – Office**

Positions in this classification typically require: stooping, kneeling, crouching, standing, walking, sitting, finger or manual dexterity, repetitive finger motion, speaking, hearing, seeing (with correction), focusing ability, or other factors applicable for the job. Employees may be subject to travel, odors, dusts, poor ventilation, workspace restrictions, and loud noises. Employees may be required to lift or exert up to 20 pounds of force to move objects occasionally, and up to 10 pounds of force to move objects frequently. 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 accommodations may be made to enable individuals with disabilities to perform the essential functions.