

**RIVER VALE BOARD OF EDUCATION
RIVER VALE, NEW JERSEY**

JOB DESCRIPTION

TITLE: MEDIA AIDE

QUALIFICATIONS:

1. High School Diploma
2. Minimum experience as determined by the Board of Education
3. Demonstrated proficiency in oral and written communication
4. Clerical aptitude, good typing skills, and knowledge of information technology
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: Media Specialist, Principal

JOB GOAL: To provide support services inherent to the effective operation of the school media center under the direction of the media specialist.

Specific duties and Responsibilities:

1. Assists students in locating reference materials.
2. Assists student sin making proper use of media center equipment, inclusive of technology and other materials.
3. Shelves library materials.
4. Handles library mail and typing of correspondence and reports.
5. Processes new books, magazines, and other media materials. Catalogs and files learning materials.
6. Distributes schedule of the use of the media center and its materials and equipment.
7. Assists in preparing and maintaining special educational displays.
8. Reads to small groups of students and listens to individual students read.
9. Operated the circulation desk, maintains circulation files and handles overdue library loans.
10. Repairs library maters as necessary.
11. Performs other duties which may be within the scope of his/her employment and as may be assigned Principal, Media Specialist and/or Superintendent.

TERMS OF EMPLOYMENT: Salary and working day to be determined by the Board of Education.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of noncertificated staff.

BOARD APPROVED: 9/7/2010