



Steve Sallee
Superintendent

SOUTHLAND SCHOOL DISTRICT #500
203 2nd Street N.W. ~ P.O. Box 351 ~ Adams, Minnesota 55909

Telephone (507) 582-3283
Fax (507) 582-7813
ssallee@isd500.k12.mn.us

- TITLE:** Media Center Paraprofessional
- CLASSIFICATION:** Support Staff-Non-Certified
- QUALIFICATIONS:**
1. High school diploma
 2. Experience and/or job experience using computer and technology skills.
- REPORTS TO:** Building Principal
- JOB GOAL:** To provide day-to-day supervision of the media center.
Provide opportunities students to access information resources.
- PERFORMANCE RESPONSIBILITIES:**
1. Maintain circulation of all materials and equipment including SELCO system.
 2. Provide supervision for all students utilizing the media center.
 3. Maintain and monitor the use of media center computer labs. Provide system for teacher access to reserve media center computer labs.
 4. Welcomes visitors and direct them appropriately.
 5. Issues passes, make-up slips, and/or messages for students when appropriate.
 6. Facilitate the use of the use of media center resources to support curriculum to include scheduling of equipment, usage, and other materials.
 7. Collaborate with staff and technology department to help implement, sustain and support the delivery of technological instruction.
 8. Supervise ITV students and serve as the contact for ITV instruction from other districts.

9. Supervise PSEO ITV students and serve as the contact for ITV instruction from collaborating colleges.
10. Order resources, materials, and supplies necessary for ongoing operation of the media center.

Employee Acknowledgment

Date

This organization reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

*Serving Adams, Dexter, Elkton, Johnsburg, Rose Creek and Taopi
An affirmative action equal opportunity employer.*