

Killeen Independent School District Job Description

Job Title: Media Attendant
Department: Education Services
Reports To: School Principal
FLSA Status: Non-exempt

SUMMARY To maintain the media workroom in such a manner that it is an aid to teachers in creating necessary materials for their teaching assignments.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Makes photocopies from books and other sources for faculty and staff.

Uses and keeps clean and in good repair, various office machines to include scan-tron, laminator, photocopier, opa-scan, book binder, facsimile and letter press.

Assists staff members in the use of workroom equipment.

Makes transparencies for staff members.

Assists staff members in putting up classroom and hallway bulletin boards.

Conducts inventory of media workroom equipment and supplies.

Provides list of supplies that need to be ordered.

Maintains workroom equipment and reports damaged or broken items to appropriate sources for repair.

Keeps the workroom organized and stocked, and refills supplies in the workroom as necessary.

Cuts and stacks colored paper for teachers use in the classroom and for the office staff.

Counts out and distributes materials for classroom teachers.

Provides a summary report to the principal of copies made for each staff member.

Performs other such duties as may be assigned by the principal.

SUPERVISORY RESPONSIBILITIES This job has no supervisory responsibilities; however, the Media Attendant works closely with faculty and volunteers.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. There may be alternatives to the qualifications as the

Board of Trustees may find appropriate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE A high school diploma or general education degree (GED) certificate.

LANGUAGE SKILLS Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and other employees of the school district.

MATHEMATICAL SKILLS Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's.

REASONING ABILITY Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

PHYSICAL DEMANDS 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.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to climb or balance and stoop, kneel, or crouch. The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

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.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to fumes or airborne particles. The noise level in the work environment is usually moderate. The employee may be required to be exposed to outside weather conditions, extreme cold, and extreme heat.

Prepared By: Joyce Walker, Auxiliary Staffing Specialist
Prepared Date: October 27, 1998
Revised By: Tom Schatte, Professional Standards Administrator
Revised Date: August 16, 2004

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required.