

**PUEBLO SCHOOL DISTRICT 60**  
**CLASSIFIED JOB DESCRIPTION**

It is essential that all employees of Pueblo School District 60 understand our mission is to provide a high-quality education that assures each student the knowledge, skills, and dispositions to lead a life of purpose and impact. Employees support the community and thrive in connecting with our students by embracing the core values of the district, which state:

- We believe that the success of every student is our most important commitment.
- We believe that collaboration and engagement with our community, parents, staff, and students are essential to our success.
- We believe that we must act with integrity, celebrate diversity, and promote equity.
- We believe that each individual must be treated with dignity and respect.
- We believe that the social and emotional well being of our students is as important as their academic needs.
- We believe that it is our responsibility to provide a safe, positive, and supportive environment for our students and staff
- We believe that our community heritage, traditions, and history should inform our response to future student and district needs.

As we embrace these values and consider their impact, we will achieve our vision of being a high performing school district that inspires community confidence. Each employee plays a part, and that contribution should bring us closer to helping each student achieve their dreams.

**Job Title:** Educational Assistant - Media  
**Prepared Date:** 8/1/2018  
**Revised Date:** 9/1/2021  
**Work Year:** 153 days  
**Department:** Learning Services  
**Reports To:** Building Principal  
**Salary Range:** Educational Assistant Salary Schedule  
**Benefits:** Fringe benefits based on Schedule B Benefits  
**Status:** FLSA Status: Non-Exempt

**SUMMARY OF FUNCTIONS:**

The purpose of the Educational Assistant - Media is to assist in managing a library collection and performs a variety of media center and clerical duties including working with groups of students in developing media skills and assisting with computer lab needs

**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. The physical demands, work environment factors, and mental functions described below 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.

**REQUIRED:**

- High School Diploma or equivalent
- Highly Qualified status under ESSA
  - Pass Work Keys or Praxis test, or

- 48 Semester Hours of College Coursework, or
- Associates Degree
- Employee must complete a fingerprint-based criminal background check and must be cleared by the Office of Human Resources
- Must be able to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary

**PREFERRED:**

- Completed at least two years of study at an institution of higher education
- Experience with the District's Gateway Circulation System
- Experience working with the Reading, Renaissance (AR) program
- Spanish speaking skills

**SKILLS AND KNOWLEDGE:**

- Knowledge of modern office practices and operation of standard office appliances, including desktop computers, typewriters, and copy machines
- Ability to perform general office clerical work quickly and efficiently
- Ability to prioritize, plan, organize, and execute work using independent judgment
- Ability to use standard database, spreadsheet and word processing software effectively. Familiarity with mainframe terminal, electronic mail, and other computerized processes
- Ability to make math calculations and computations accurately; ability to correctly check in materials
- Ability to maintain moderately complicated records, prepare standard reports, and ensure their confidentiality.
- Excellent work attitude, with willingness to take responsibility for project completion and implementing initiative in reaching organizational goals
- Ability to work cooperatively with others
- Ability to establish and maintain a professional/effective working relationship with all staff, students, parents, city/county officials, and community members
- Ability to work under pressure with a multitude of on-going tasks and last-minute deadlines and changes despite frequent interruptions with minimal errors
- Ability to make independent decisions in accordance with established policies and procedures; Ability to answer routine questions
- Ability to follow verbal and written instructions

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:**

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's/department's goals. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- Troubleshoot all audio-visual (A/V) equipment.
- Know and use Dewey Decimal System.
- Catalog books and new equipment.
- Repair, cover, and bind damaged books.
- Assist students with reference work, selection of books, online reference searches, and computer use in the media center.
- Supervise students during library visits.
- Prepare materials as requested by teaching staff for instruction.
- Process check-ins and check-outs of books, periodicals, and reference materials and audio-visual (A/V) equipment to staff and students before, during and after school.
- Process new and donated books, textbooks and other library materials.
- Coordinate set-up of special events and book fairs in the library.
- Create and manage student library accounts.
- Assist students and staff in operation of media center facilities, materials and equipment.
- Work with students in groups or individually assisting in the development of media skills.
- Maintain circulation records for library books, reference materials, periodicals and textbook depository.
- Inventory, order, and stock library supplies.
- Assist with collection of fees and billing.
- Track over-due and lost books.
- Perform general office duties including answering phones, directing calls and taking messages as appropriate, greeting the public, typing, copying, filing, sorting materials, and general correspondence.
- Professionally represent the school and the District in interactions with parents, community, staff, and students and resolve conflict in a professional manner.
- Complies with applicable District, state, local and federal laws, rules and regulations.
- Attend work regularly and is punctual.

**NON-ESSENTIAL DUTIES:**

- Perform any and all other duties as assigned by the Building Principal

The physical demands, work environment factors, and mental functions described below 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.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is required to stand; walk; sit; use hands and fingers to handle or feel. The work requires the use of telephone and using fingers to operate computer keyboards. The employee is continually hearing and speaking to exchange information. The employee is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

In a 6-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)

O – Occasionally (.5 – 2 hrs per day)

F – Frequently (2 – 4 hrs per day)

C – Continually (4 – 6 hrs per day)

NA – Not Applicable

<b>Physical Requirements</b>	<b>NA</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>
Sitting				<b>X</b>	
Stationary Standing				<b>X</b>	
Walking (level surface)				<b>X</b>	
Walking (uneven surface)			<b>X</b>		
Crawling	<b>X</b>				
Crouching (bend at knees)			<b>X</b>		
Stooping (bend at waist)			<b>X</b>		
Twisting (knees/waist/neck)			<b>X</b>		
Turn/Pivot			<b>X</b>		
Climbing (stairs)		<b>X</b>			
Climbing (ladder)		<b>X</b>			
Reaching overhead				<b>X</b>	
Reaching extension				<b>X</b>	
Repetitive use arms				<b>X</b>	
Repetitive use wrists				<b>X</b>	
Repetitive use hands grasping				<b>X</b>	
Repetitive use hands squeezing			<b>X</b>		
Fine manipulation					<b>X</b>
Using foot control	<b>X</b>				
*Pushing/Pulling Maximum weight: <b>50 lbs.</b>			<b>X</b>		
Lifting Maximum weight: <b>50 lbs.</b>			<b>X</b>		
Carrying Maximum weight: <b>50 lbs.</b>			<b>X</b>		

**WORKING CONDITIONS:**

The noise level in the work environment is usually moderate. The work is performed in a typical office environment.