# Function

Under the supervision of a certified Media Specialist, the Program Assistant will provide assistance in the library or classroom and in related activities.

**Job Duties**

**Essential Functions**

1. Assists in instruction as directed, planned, and initiated by the Media Center Specialist.
2. Cards and shelves books and library materials.
3. Electronically checks out books, sorts and files cards, enters data for library automation system.
4. Processes books and materials under the direction of the Media Specialist.
5. Assists in the preparation of instructional materials such as audio-visual aids, computers, bulletin board displays, experiments, handout materials, and other material in support of the instructional program.
6. Assists teachers and students with use of the media center.
7. Performs related duties as assigned for which teacher certification is not required.

The above description covers the most significant duties performed, but does not exclude other occasional work assignments not mentioned, the inclusion of which would be in conformity with the skills and responsibility levels appropriate for this position.

**Minimum Requirements**

1. Meet and fulfill applicable portions of Section 24.5 of the **School Code** requiring physical fitness and freedom from communicable disease, including tuberculosis.
2. High school diploma or equivalency.
3. 60 college credit hours or Associates Degree, or meet state assessment standards.
4. Paraprofessional Approval from ISBE.

**Approvals**

**Reviewed and approved by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Human Resources \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_**