Media Center Volunteer

DESCRIPTION: Support teachers in meeting the educational, behavioral and social-emotional needs of students.

PREFERRED QUALIFICATIONS:

1. High school diploma or GED equivalent.
2. Excellent communication skills.
3. Ability to follow verbal and written instructions.
4. Proficiency in instructional technology.

SUMMARY OF ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Check media center materials in and out of facility for students and teachers.
2. Shelve media center materials; maintain organization of media center materials.
3. Complete procedure reports regarding materials that are checked out, overdue, etc.
4. Repair books and materials, including replacement of bar codes, spine labels, and Reading Counts labels.
5. Assist in preparing and maintaining media center displays.
6. Operate and assist students and staff with the use of equipment that resides in the media center and is available for use by students and staff.
7. Maintain teacher work areas.
8. Assist the media specialist with inventory development and maintenance.

REPORTS TO: Principal through Media Specialist

CONTACT: For further information, please contact Jane Gough at (770)460-3990 Ext. 255