School City of Hammond
41 Williams Street, Hammond, IN 46320
Tele: 219-933-2400

JOB OPPORTUNITY

Job Title:	Media Technician Paraprofessional	Job Category:	Classified
Department/Group:	Support Staff	Position Status:	Full-Time
Location:	Scott MS	Salary Schedule:	Support Staff Salary Schedule – Class IV
Reports to:	Director of Technology	Contracted days:	185 work days
Additional Training Required:	Yes	Travel required:	No
Effective:	Upon Board Approval		
Application Deadline:	Until Filled		

Applications Accepted By:

Applications must be completed online:

Go to web address: www.hammond.k12.in.us
Click on "Employment Opportunities"
Click on the Application link to complete an application

Job Description

Summary:

Under the direct supervision of the Library Media Specialist and the building principal, the Media Tech. Paraprofessional performs clerical and secretarial tasks related to the procurement, processing, distribution, and maintenance of library media. This position also assists students and staff in the use of the school's technology and library resources and works with students in activities directed by the Library Media Specialist.

Personal Qualities:

- Relate well to students and enjoy working with them in an educational setting
- Maintain and respect confidentially
- Use acceptable verbal and written communication skills
- Understand and follow directions accurately
- Be neat in appearance
- Have good moral character and responsible behavior
- Exhibit a positive attitude toward work and school
- Demonstrate patience and sensitivity to children and adults of all races, backgrounds, and degrees of ability
- Be punctual and have good attendance
- Demonstrate a positive attitude toward using technology in the educational setting

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Qualifications:

- Must possess 60 or more college credits or have passed the ParaPro Assessment
- Experience with Microsoft Office applications – MS Word, Excel, PowerPoint
- Experience in data entry, filing, and other general clerical skills
- Experience using computers, peripherals, and other technology
- Willingness to participate in training opportunities relevant to technology available in the school setting
- Ability to learn the use of educational resources available in the school library
- Ability to be flexible and adapt to changes in the work environment
- Ability to independently maintain a routine for periods of time in the absence of the Library Media Specialist
- Two or more years employment or volunteer experience in a school or library setting preferred

It is the policy of the School City of Hammond not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability in its programs or employment policies as required by the Indiana Civil Rights Act (I.C. 22-9.1), Title VI and VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), and Section 504 (Rehabilitation Act of 1973).

Last Updated By:	HR	Date/Time:	9/2/2021