

PHS Student Library Media Assistant

Rising seniors interested in becoming a student media assistant must complete the application by the due date. Student must have two recommendations completed by the appropriate teachers.

- 1 Name _____
- 2 Have you been a media assistant before? _____ If yes where? _____
- 3 Why do you want to be a student media assistant? _____

- 4 Which of the following are you comfortable using: (circle all that apply)
Computer DVD/VCR Printer Paper Cutter
Copier Laminator Video Camera/Camcorder Digital Camera
LCD projector
List any other equipment you know how to use. _____
- 5 Do you type? _____
Which of the following computer programs can you use with a reasonable amount of confidence (i.e. you only need a minimal amount of help or you can help others who are less proficient?
Microsoft Office _____ Microsoft Publisher _____ Excel _____
PowerPoint _____ Google Apps _____
- 6 What other special skills of you have that would be an asset to you and the PHS media center?

- 7 Do you read outside of school assignments? _____ If yes, what do you read?

- 8 In what extracurricular activities if any do you participate? _____
- 9 List your current English Teacher and one other teacher who would give you a recommendation.
English Teacher (current or most recent) _____
Other Teacher (your choice) _____

***** Attached are two Teacher Recommendation Forms. Please give one to each of the teachers you listed. The teachers should send the recommendation forms to the media center after completing the form. You should return only the application. Remind your teachers to return the forms as soon as possible. *****

Teacher Recommendation for Student Media Assistant

I would like to be a student media assistant. Would you please take a moment to answer the questions below and then return the form the Media Coordinator?

Thank you,

Student's Name

Please return to Media Center by _____

Teacher's Name_____

Student's grade average in your class_____

Please rate: 0 being the lowest and 5 the highest

	0	1	2	3	4	5
1. Listens when others speak	_____	_____	_____	_____	_____	_____
2. Follows directions	_____	_____	_____	_____	_____	_____
3. Works well with others	_____	_____	_____	_____	_____	_____
4. Accepts responsibility	_____	_____	_____	_____	_____	_____
5. Shows respect	_____	_____	_____	_____	_____	_____
6. Uses time wisely	_____	_____	_____	_____	_____	_____
7. Works independently	_____	_____	_____	_____	_____	_____
8. Begins/Finishes work promptly	_____	_____	_____	_____	_____	_____
9. Does work carefully	_____	_____	_____	_____	_____	_____
10. Shows initiative; sees when tasks need to be done	_____	_____	_____	_____	_____	_____
No. of absences in your class	_____					

Comments_____

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3. Works well with others	_____	_____	_____	_____	_____	_____
4. Accepts responsibility	_____	_____	_____	_____	_____	_____
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9. Does work carefully	_____	_____	_____	_____	_____	_____
10. Shows initiative; sees when tasks need to be done	_____	_____	_____	_____	_____	_____
No. of absences in your class	_____					

Comments_____
