

POSITION TITLE: Media Clerk

FLSA: Non-Exempt

REPORTS TO: Principal or District Administrator

TERMS OF EMPLOYMENT: Days and benefits will be specified in the employee contract. Contract will be prorated based on the actual start date.

DISTRICT VALUES

- We will always put student needs first.
- We believe relationships matter.
- We expect accountability.
- We operate with transparency.
- We prioritize student and staff safety.

QUALIFICATIONS

- High school diploma or equivalent required
- Educational office training preferred
- Strong computer skills and proficiency in Microsoft Office (Word, Excel, and PowerPoint) and Google Suite (Docs, Sheets, Slides)
- Strong organizational and interpersonal skills

ESSENTIAL JOB FUNCTIONS

- Organize and reshelve library materials.
- Repairs books and materials for the purpose of ensuring the availability of books and library materials.
- Help with special book displays/decor/bulletin boards
- Assist students in selecting and locating books
- Assist with student check in/checkout
- Help with year end inventory
- Assist Media Specialist with special projects
- Be proficient in Destiny in order to assist the Media Specialist with checking in and out, class barcode lists (if used), overdue books, and providing basic circulation assistance to patrons, etc.
- Help with Book Fair
- Work directly with one or more media specialists to help manage the media center(s)
- Greet and direct visitors to the appropriate locations.
- Assists Media Specialist with organizing and checking in materials in the media center.
- Maintains prompt and regular attendance
- Organize and file documents in a systematic and easily retrievable manner.
- Verify data for accuracy and completeness, identifying discrepancies for correction.
- Input data for recordkeeping in multiple software systems.
- General Filing
- Responds to written and verbal inquiries from a variety of internal and external sources for the purpose of providing information and/or providing direction.

- Monitor copy and fax machines, and telephones, place service calls as necessary.
- Ability to produce brochures, handbooks, notebooks, flyers, and meeting agendas.
- Type reports, process evaluations, do general filing and typing.
- Answer phone, receive messages, and respond to inquiries by staff, parents, or patrons of the district.
- Collect money for student fines, clubs, classes, fundraisers, etc.
- Attend meetings/training as required by administration.
- Must have strong computer skills and proficiency in Microsoft Office (Word, Excel, and PowerPoint) and Google Suite (Docs, Sheets, Slides).
- May be required to work additional hours as directed.
- Maintain confidentiality.
- Present and communicate in a professional manner.
- Ensure compliance with district policies and state regulations.
- Collaborate with other departmental staff to streamline processes and improve overall operations.
- Assist with cataloging and maintaining library materials.
- Assist with technology circulation
- Assist with Help Desk Tickets
- Supervises students during before and after school duty, on field trips, extracurricular events, and in out-of-classroom and library activities during the assigned working day
- Maintains prompt and regular attendance
- Demonstrates the ability to maintain positive professional working relationships with others
- Maintains emotional control under stress
- Abide by state statutes, school board policies, and regulations
- Performs other duties as assigned

These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

OTHER JOB RESPONSIBILITIES

- Must have the ability to lift and move at least 40 pounds occasionally.
- Ability to endure prolonged standing, walking, sitting, kneeling, occasional reaching above the head or the shoulders, bending, squatting.