



## JOB DESCRIPTION

<b>Job Title</b>	Instructional Media Clerk
<b>Department</b>	Division of Teaching & Learning
<b>Reports To</b>	Building Principal
<b>Classification</b>	Classified
<b>Location</b>	
<b>Salary</b>	On Schedule
<b>Length of Contract</b>	197 Days

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

## Job Summary

Under the direction of the Library Media Specialist, the Instructional Media Clerk assists with daily operations of the IMC, including customer service, troubleshooting and distribution of all technology devices, and facilitation of all library services. The Instructional Media Clerk also monitors the attendance and supervision of students in the Instructional Media Center.

## Essential Job Functions

- Under the direction of the Library Media Specialist, facilitates the use of media resources, books, and other materials circulation for students and staff.
- Assists students and staff with the use of IMC resources; and provides basic technology support to students and staff.
- Supervises students in the IMC and associated computer lab throughout the day and during resource/study hall times.
- Responsible for circulation of library media resources and technology devices using the library management system.
- Performs year-end inventory of all library media materials.
- Maintains records regarding student attendance and movement between the classrooms and the IMC.
- Performs a variety of clerical and support activities for the library programming and communications.
- Processes incoming periodicals and other materials not previously processed at the District level.
- Works with students to resolve past due and lost item issues and collects payments for missing and/or late items.
- Inspects and evaluates incoming materials and makes necessary repairs.
- Creates student I.D card.
- Processes incoming and outgoing in-district interlibrary loans.

- Creates displays to promote literacy and connect students and staff to the IMC.
- Manages library calendar and scheduling in building calendar.
- Assists with community book sales.
- Uses library software to run overdue reports and lost item letters for collection.
- Assists in maintaining inventories of media collection, media equipment, and media supplies.
- Maintains positive public relations with staff, students, parents, and the general public.
- Oversees and trains library volunteers.

#### **Ancillary Job Functions**

- Assists with ordering and maintenance of IMC supplies.
- Sorts mail daily and ensure staff receives materials/communications in a timely manner.
- Performs other related duties as assigned.

**Required Qualifications** – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- High school diploma or GED.
- Post-secondary training or associate degree in IT, Library Science or a related field or relevant experience.
- Experience in a responsible office position.
- Completion of recognized training or relevant experience in computer programs such as Microsoft Office products, Cloud based productivity storage systems, and/or other related applications.

**Preferred Qualifications** – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Experience supervising and working with students in an instructional setting.
- Experience with library management system software.

**Knowledge, Skills, and Abilities** – May be representative, but not all-inclusive, of those commonly associated with this position.

- Ability and willingness to learn new technologies and applications/software programs and to demonstrate their use to others.
- Capability to solve problems independently and work independently within stated procedures and policies.
- Ability to multitask and prioritize multiple duties effectively.
- Knowledge of the Dewey Decimal System.
- Excellent organizational skills.
- Excellent communication skills and ability to work cooperatively with others.
- Artistic/creative aptitude to create engaging displays and promotional materials.
- Ability to perform varied and complex clerical tasks.
- Ability to prepare accurate and complete records and reports.

**Work Environment** – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal office/school environment.
- Moderate noise levels.

**Physical Requirements** – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Frequently required to work at a desk/computer for extended periods of time.
- Frequently required to stand for prolonged periods.
- Frequently required to talk and listen.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- May be required to grasp, push, reach, climb/balance, or stoop/kneel/crouch.
- May be required to lift up to 30 pounds.