



Gull Lake Community Schools
Richland, Michigan

JOB POSTING

Library Media Clerk – High School

June 19, 2018

Job Summary:

Under the direction of the administrators, the library media clerk is responsible for assisting students, parents, staff and visitors in the Media Center.

Qualifications:

Required:

- A. High School diploma or general education degree
- B. Proficient use of computers including knowledge and use of Microsoft Office, Apple IOS and G-Suite products and student data systems
- C. Must possess excellent written and verbal communication skills and proven organizational skills
- D. Excellent interpersonal skills

Desired Characteristics:

- A. Prior secretary/office experience preferred
- B. Ability to handle many job responsibilities and prioritize duties
- C. Experience working with high school students preferred
- D. Knowledge of library system management (shelf order, circulation, inventory and cataloging) preferred
- E. Ability to suggest reading material and help students and staff use print and online resources
- F. Ability to manage and troubleshoot technical aspects of hardware, software and online resources
- G. Experience working with Google Admin. and Apple Management Software
- H. Experience problem solving with issues related audio/visual and device equipment

Duties:

- A. To provide support to the Library Media Specialist and the Principal
- B. To assist students, parents, staff and visitors
- C. Type correspondence, answer phones, process mail, and maintain general office files
- D. Process and maintain all necessary paperwork for supplies, materials, equipment and inventory
- E. Assist with functions related to the library (i.e. shelving, book referrals for students, and check in/out of material)
- F. Ability to provide academic support to high school students, including tutoring and test accommodations
- G. Perform other duties as assigned by administration

STATEMENT OF NON-DISCRIMINATION

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CRIMINAL RECORDS CHECK

In accordance with state law and board policy, no person shall be hired to work in contact with children prior to being fingerprinted and passing a criminal records review.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Application Deadline: Until filled

Start Date: August 27, 2018, Monday – Friday, 7:15 a.m. – 3:15 p.m., 40-week position

Salary: \$11.78 per hour (Step 1)

Apply To: Candidates who are qualified and wish to be considered for this position must submit an AppliTrack online application at www.gulllakecs.org that includes a letter and resume.

Questions: Contact - Tonya Kammeraad, Human Resources, tkammeraad@gulllakecs.org