

LAMPETER-STRASBURG SCHOOL DISTRICT
Lampeter, Pennsylvania 17537

POSITION PROFILE - HIGH SCHOOL MEDIA CENTER CLERK - 10 MONTH

QUALIFICATIONS

Possession of a high school diploma or its equivalent.

Secretarial experience required; media center experience preferred.

SKILL PREPARATION

Ability to perform general secretarial functions and exhibit organizational skills.

Ability to operate a computer and related software with competence.

Strong interpersonal skills, including written and verbal communication skills.

DUTIES AND RESPONSIBILITIES

Be responsible to the High School Principal, through the High School Library Media Specialist, for the completion of all assigned duties.

Handle information with professionalism, discretion, and confidentiality.

Prepare and distribute overdue/fine notices and collect monies.

Assist in completion of end-of-year inventory of collection, including purging of outdated/damaged materials.

Repair/mend books, as needed.

Assist students with copying, as needed.

Assist in the preparation of displays, bulletin boards, etc.

Maintain supplies and workroom/conference room area.

Process all book distributions and retrievals.

Process all periodical requests.

Maintain archival storage of all periodicals.

Maintain records of student usage of all Media Center materials.

Maintain the circulation desk area.

Assist in the supervision of students in the Media Center.

Provide passes for students during Flex period.

Laminate materials for staff.

Assist in preparation of periodicals/books for classroom use.

Process all Access PA requests.

Process all print and non-print materials.

Prepare all correspondence.

File and refile all books and materials.

Secure the Media Center at the end of the day.

Discharge all other duties as properly assigned and delegated by the Library Media Specialist.

EVALUATION

Evaluation will be conducted annually by the High School Principal, with the involvement of the Library Media Specialist, in the areas of skill preparation, job performance, and interpersonal skills.