

**LAMPETER-STRASBURG SCHOOL DISTRICT**  
Lampeter, Pennsylvania 17537

**POSITION PROFILE - MIDDLE SCHOOL MEDIA CENTER CLERK - 10 MONTH**

QUALIFICATIONS

Possession of a high school diploma or its equivalent.

Secretarial experience required; media center experience preferred.

SKILL PREPERATION

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 Middle School Principal, through the Middle School Library Media Specialist, for the completion of all assigned duties.

Handle information with professionalism, discretion, and confidentiality.

Maintain general aesthetics of the media center and the circulation desk area

Answer the media center telephone taking messages as needed.

Manage the media center collection:

- Assist in the completion of end-of-year inventory of collection, including purging of outdated/damaged materials and repairing/mending books.
- Process all book distributions and retrievals.
- Shelf books, periodicals, and materials.
- Maintain records of student usage of all media center materials.
- Prepare books and book cart for classroom use.
- Manage holds/reservations of books and prepare notices to students/staff.
- Process all print and non-print materials.

Prepare and distribute overdue/fine notices and collect fine money, to be properly submitted to Business Office.

Schedule and assign computer lab usage.

Maintain work room/conference center and media center equipment and supplies:

- photocopier, assisting students with copying as needed.
- overhead projectors
- laminator, assisting staff with laminating as needed

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

Assist in the supervision of students in the Media Center, and provide passes for students as needed.

Monitor after-school detention Monday through Thursday for one hour as needed.

Process all Access PA Inter Library Loan requests and responses.

Secure the Media Center at day end.

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

#### EVALUATION

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