

ST. MARY'S COUNTY PUBLIC SCHOOLS  
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION

MEDIA CLERK

POSITION: Media Clerk

REPORTS TO: Site Administrator

LOCATION: Various Sites

**NATURE OF WORK:**

This position is designed to provide support for the library media program, as well as, to provide clerical assistance. The Media clerk is expected to perform the duties under the supervision of the library media specialist, and work with staff, students, and parents/volunteers in a pleasant manner.

**ESSENTIAL FUNCTIONS:**

- Continually working on enhancing technology skills and knowledge of additional computer applications in order to provide support to staff;
- Excellent organizational and time management skills;
- Ability to maintain integrity and confidentiality;
- Moves boxes and deliveries up to 25 pounds; and
- Provides assistance to classes under direction of the library media specialist.

**DUTIES AND RESPONSIBILITIES:**

- Works with staff to acquire and deliver needed resources for curriculum support;
- Provides support for students utilizing the media center under the guidance of the library media specialist and/or teacher;
- Provides assistance to patrons for locating, retrieving, and circulating resources;
- Provides assistance to students with computer lab assignments and media projects, as directed by the library media specialist;
- Utilizes automated circulation system to check out materials, print reports upon request, adds & deletes patrons, etc.;
- Assists in the purchasing and processing of materials (cataloging to shelf ready) as well as maintaining library collection;
- Assists with the Destiny Library Management system for the circulation and cataloging of all library media materials.
- Assists with school library functions like Book Fairs, School-wide Reading Incentives, and Summer Reading Program as well as setting up equipment for evening programs, clubs, special events, meetings;
- Trains staff, volunteers on the proper use of equipment/technology;
- Works with students, teachers, and staff to provide support for the utilization of library media resources under the direction of the library media specialist;
- Manages the circulation and cataloging system for library media materials; and
- Performs other duties as assigned.

**QUALIFICATIONS:**

- Graduated from a standard high school or possession of a state high school equivalence certificate;

- Has knowledge of basic computer functions and A.V. equipment and is able to troubleshoot problems;
- Has keyboarding skills and is able to utilize Microsoft Word, Excel, and PowerPoint; and
- Experience working with children is desired.

**TERM OF EMPLOYMENT:**

Full-time ten-month position.

**SALARY GRADE RANGE:** The salary for this position will be based on EASMC-ESP salary schedule for ten-month seven-hour employees – Range 10.

**BARGAINING UNIT ELIGIBILITY:** EASMC-ESP

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