

VICTOR ELEMENTARY SCHOOL DISTRICT
JOB DESCRIPTION
(Classified Bargaining Unit)

POSITION:

LIBRARY MEDIA CLERK

**POSITION
DESCRIPTION:**

Directly responsible to the principal. Performs tasks related to the processing, inventory, distribution, maintenance, circulation, and classification of district-adopted textbooks, audio-visual, media materials and computers. Assists students and teachers in using and taking advantage of library/media materials available in order to support a safe and orderly environment for students and staff.

**ESSENTIAL JOB
FUNCTIONS:**

1. Processes, distributes, maintains, circulates, classifies and inventories books, tests, periodicals, media materials and equipment and checks for accuracy
2. Greets and assists visitors, students, parents, and staff
3. Prepares requisitions and purchase orders, to include field trips and conferences. Monitors and aids students in library skills
4. Collaborates with Site Administrator on library schedule
5. Maintains a welcoming environment conducive to learning
6. Performs general clerical functions
7. Communicates with parents, district personnel and outside agencies/vendors to exchange information and/or resolve issues or concerns
8. Installs and maintains up-to-date computer software; troubleshoots problems and makes minor repairs on district issued student devices
9. Prepares technology work order tickets as needed
10. Reports all safety, sanitary and fire hazards to their supervisor
11. Communicates and works cooperatively with sites and co-workers
12. Attends trainings and meetings as directed
13. Performs other related duties as directed

**MINIMUM
QUALIFICATIONS:**

Requirements:

- Type accurately at a speed not less than 30 net words per minute

Knowledge of:

- Routine office procedures, methods and equipment
- Basic computer uses and techniques
- English usage, spelling, grammar, and punctuation
- Principles of basic record keeping
- Principles of basic mathematics
- Proper lifting techniques
- Basic library methods and practices

Ability to:

- Maintain confidentiality
- Set a positive example
- Operate office/media equipment
- Multi-task
- Prioritize tasks and meet deadlines
- Understand and carry out oral and written directions
- Communicate effectively, both orally and in writing
- Lift, carry, push and pull objects up to 50 lbs as assigned by position

EXPERIENCE:

Required:

- One year of varied clerical and/or library/media center experience

Desired:

- Prior experience as a library/media clerk in a school district. Education in child development and/or learning theories

EDUCATION:

Required:

- High School Diploma or equivalent

**WORKING
CONDITIONS:**

Environment:

- Work closely with a large number of children
- Extensive public contact
- Busy and fast-paced library setting

Physical Demands:

- Hearing and speaking to exchange information
- Sitting at a computer for extended periods of time

LIBRARY MEDIA CLERK

- Bending at the waist, kneeling or crouching
- Moderate physical labor

Hazards:

- Exposure to bio-hazards
- Exposure to communicable and contagious illnesses