



JOB DESCRIPTION

Job Title	Instructional Media and Technology Clerk
Department	Technology, Media, & Data Services
Reports To	Building Principal
Classification	Hourly Classified
Location	
Salary	On Schedule
Length of Contract	197 Day Calendar

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

Under the direction of the Media and Technology Integration Specialist, the Instructional Media and Technology Clerk assists with the daily operations of the Instructional Media Center (IMC), including customer service, troubleshooting and distribution of all technology devices, and facilitation of all library services. The Instructional Media and Technology Clerk also monitors attendance and supervises students in the IMC.

Essential Job Functions

- Under the direction of the Media and Technology Integration Specialist, facilitates the use of media resources, technology, books, and other materials for students and staff.
- Assists students and staff with the use of IMC resources and provides basic technology support.
- Supervises students in the IMC and associated computer lab throughout the day and during resource/study hall times.
- Responsible for the circulation of library media resources and technology devices using the library management system.
- Performs year-end inventory of all library media materials.
- Maintains records regarding student attendance and movement between the classrooms and the IMC.
- Performs a variety of clerical and support activities for the library programming and communications.
- Processes incoming periodicals and other materials not previously processed at the District level.
- Works with students to resolve past due and lost item issues and collects payments for missing items.
- Inspects and evaluates incoming materials and makes necessary repairs.
- May create student ID cards.
- Processes incoming and outgoing in-district interlibrary loans.
- Creates displays to promote literacy and connect students and staff to the IMC.
- May manage library calendar and scheduling in building calendar.

- May assist with community book sales.
- Uses library software to run overdue reports and lost item letters for collection.
- Assists in maintaining inventories of media collection, media equipment, and media supplies.
- Maintains positive public relations with staff, students, parents, and the general public.
- Oversees and trains library volunteers.
- Responsible for book maintenance, shelving of books and maintenance of library shelves.

Ancillary Job Functions

- Assists with ordering and maintenance of IMC supplies.
- Sorts mail daily and ensures that staff receive materials/communications in a timely manner.
- May assist with set-up of events hosted by the IMC.
- Performs other related duties as assigned.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- High school diploma or GED.
- Associate degree or two years of experience in relevant area.
- Experience in a responsible office position.
- Demonstrated experience or training in various computer programs such as Microsoft Office Suite.

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Experience supervising and working with students in an instructional setting.
- Experience with library management system software.

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Ability and willingness to learn new technologies and applications/software programs and to demonstrate their use to others.
- Capability to solve problems independently and work independently within stated procedures and policies.
- Ability to multitask and prioritize multiple duties effectively.
- Knowledge of the Dewey Decimal System.
- Excellent organizational skills.
- Excellent communication skills and ability to work cooperatively with others.
- Artistic/creative aptitude to create engaging displays and promotional materials.
- Ability to perform varied and complex clerical tasks.
- Ability to prepare accurate and complete records and reports.
- Demonstrates an understanding and use of equitable and culturally responsive practices.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- General office/school environment and moderate noise levels.

Physical Requirements – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Frequently required to remain stationary for extended periods of time.
- Frequently required to talk and listen.
- Requires frequent wrist, hand, and finger movements to operate a computer and/or related office equipment.
- May occasionally be required to grasp, reach, and stoop/kneel/crouch.
- May be required to lift up to 30 pounds.