

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:

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate, and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate courteously and tactfully with staff, students, parents, and the community in a timely manner
- Ability to move boxes and deliveries up to 25 pounds
- Possess excellent time management skills and the ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School
- Knowledge of basic computer functions, A.V. equipment, and ability to troubleshoot problems
- Knowledge of Microsoft Word, Excel, and PowerPoint

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
- Continually works on enhancing technology skills and knowledge of additional computer applications to provide support to staff
- Assists patrons with locating and retrieving circulating resources
- Assists students with computer lab assignments and media projects, as directed by the library media specialist
- Uses automated circulation system to check out materials, print reports upon request, add & delete 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 Programs as well as setting up equipment for evening programs, clubs, special events, meetings
- Trains staff, and 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
- Performs other related and non-related job duties as assigned

QUALIFICATIONS:

Required:

- High school diploma or GED
- Forty-eight semester credits or two (2) years of experience

Preferred:

- Experience working with children

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 12.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

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