

## Job Description

Position Title:	Library & Media Clerk
Department:	Specific Building Site
Reports To:	District Library Media Program Lead and Building Principal
Compensation:	Pay Grade 1D
Calendar:	187 Day
Category:	Classified Salary

### SUMMARY

Manages day-to-day operations of the school library / media center / learning commons. Assists staff and students in the school library / media center / learning commons.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties must be performed on site. Other duties may be assigned.

- Reports to work as scheduled on a regular and reliable basis.
- Be aware of, implements, and supports the goals, objectives, and policies of the school library media program.
- Performs general operations, such as processing materials, circulating materials, clerical tasks, assisting students and staff in locating resource materials for class and project needs, working with volunteers and to understand the role of the library clerk in the library setting in order to provide efficient, equitable, and effective library services.
- Demonstrates knowledge of library technical services including, but not limited to, cataloging, processing, acquisitions, routine library maintenance, automation and new technologies.
- Be aware of and supports the integration of literacy initiatives and content area standards, e.g., visual information and technology in support of the curriculum.
- Be aware of the role school libraries play in improving student achievement, literacy, and lifelong learning.
- Demonstrates an understanding of ethical issues related to school libraries, such as copyright, plagiarism, privacy, diversity, confidentiality, and freedom of speech.
- Assists in the daily operations of the school library media program, such as shelving, working with volunteers, inventory, materials repair and maintenance.
- Exhibits welcoming behaviors to all library patrons and visitors to encourage the use of the library and its resources.
- Designs displays and activities to promote materials and programming in the school library and school environment.
- Reads new materials and book reviews to assist in making selections and recommendations to staff and students as requested.
- Demonstrates knowledge of the school library collection and the availability of other resources that will meet individual student information or research needs.
- Supervise students while in the school library and assists teachers in maintaining discipline.
- Assists District Library Program Lead with reports and presentations as requested.
- Operates standard school equipment such as computers, laminator, copier, audiovisual equipment, etc.
- Maintains general order and cleanliness in the school library.
- Other duties as assigned.

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### SUPERVISORY RESPONSIBILITIES

- This position does not supervise other employees.

### QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); previous experience in working with young people in an educational setting preferred.

### LANGUAGE SKILLS

Ability to read, write and comprehend simple instructions, short correspondence, and memos. Ability to effectively present information in one-on-one and small group situations to staff, parents, students and administrators.

### MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graph

### REASONING ABILITY

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

### OTHER SKILLS and ABILITIES

Ability to work independently with minimal supervision. Ability to work with students with special needs and to maintain composure under stressful conditions. Respect for the dignity of students. Ability to develop effective working relationships with students, staff, parents and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all District requirements and Board of Education policies. Demonstrates initiative and creativity with students and their programs. Knowledge and experience working with computers and software applications preferred.

### PHYSICAL DEMANDS

The physical demands described here 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 the essential functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms 0 - 24 inches and on occasion up to 36 inches. The employee frequently is required to stand, walk, sit, talk and hear. The employee is occasionally required to use hands and fingers, handle, or feel objects, tools, or controls; climb or balance; and stoop, kneel, crouch, or crawl. The employee is

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frequently required to bend at the neck more than the average person and may need to frequently work on the floor, depending on the age level of students. Specific vision abilities required by this job include close vision, distance vision and peripheral vision. The employee needs to be able to tell where a sound is coming from, hear in a noisy environment and occasionally will assist in physical management of students and lift and/or move up to 50 pounds 0 - 12 feet and occasionally up to 20 feet, things such as wheelchairs, books, supplies or other instructional equipment.

#### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee will typically work indoors but may be required to attend to students needs outdoors. in moderate to cold temperatures or moderate to hot temperatures. The noise level in the work environment is usually moderate to loud. The employee must work with other staff, continuously meeting multiple demands from several people. The employee is continuously responsible for the safety and well-being of students.

The information contained in this job description is in compliance with American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.