



Community Unit School District 300 Job Description

Position Title: Media Clerical	
Position Code: B	Employee Group: DESPA
Salary Grade:	Supervisor Title: Principal or Designee
Date of preparation: August 2024	

Job Purpose: The Media Clerical (elementary, middle, high) is responsible for helping students, parents, and staff by assisting in the day-to-day function of the district as needed. Employees will strive to provide students and staff with a safe, clean, and comfortable environment to learn and work.

Knowledge, Skills and Abilities:

- High school diploma, or equivalent
- 1-2 years of experience required in an office environment
- Computer skills including but not limited to: Microsoft Office or other office productivity software and the ability to use specialty software
- Analytical thinking, critical thinking, and problem-solving skills
- Ability to work in a team and across departmental boundaries
- Knowledge of office equipment
- Ability to manage time and priorities efficiently
- Strong interpersonal skills and ability to work cooperatively and efficiently with students, adults, and with the various publics that use the facility
- Must be cooperative, congenial, and customer service-oriented
- Ability to communicate, read, and write in English and perform basic math functions
- Ability to sit, stand, climb stairs, and walk as needed to meet the demands of the assigned job duties
- Must be able to lift 35 pounds
- Ability to work under pressure to meet deadlines
- Ability to work with frequent distractions and foster a professional office atmosphere

Essential Job Duties:

- Assist with the general operation and maintenance of the media center.
- Assist with the student and staff use of library computers, one-to-one devices, mobile labs, peripherals, learning management systems, information retrieval systems, and software.
- Assist with library circulation, including checking library books, guided reading books and textbooks in and out, processing fines, generating reports, etc.
- Assist media specialists with library activities and special events.
- Prepare and/or present instructional materials, displays, exhibits, correspondence, and publications as requested by the media specialist.
- Catalog, process, and maintain library materials, including data entry, labeling, and shelving.
- Remove materials that are no longer appropriate or are unusable as directed by the media specialist, and per the District Asset Disposal Policy.



- Monitor library, guided reading, and textbook inventories. Process items that need repair or rebinding.
- Assist in the coordination, supervision, and check-in/direction of students, library assistants and volunteers within legal guidelines.
- Coordinate the purchasing of library materials as directed by the media specialist.
- Complete an annual library, guided reading, and textbook inventory, including resolving discrepancies.
- Promote a positive relationship with students, staff, and community.
- Participate in work-related support training and activities.
- Other duties as assigned and as related to this job description by the principal or designee.
- Perform office duties including but not limited to: filing, data entry, digitize documents, accurate reporting, collecting, organizing, and maintaining paperwork, records, and communication systems
- Be courteous and responsive to requests
- Deal with confidential items in a professional manner
- Support administration in the implementation of school district-wide policy and regulations

Additional Summer Duties for 12-month Media Clerical

- Receive and process all curriculum shipped to Buildings & Grounds
- Barcode and catalog new curriculum materials in Destiny
- Transfer materials in Destiny based on a distribution list
- Scan, box up, and palletize curriculum being transferred
- Recycle old/obsolete curriculum materials – both at the District Warehouse and other district-wide sites
- Flexibility to work in various locations throughout the District
- Must be able to lift up to 50 lbs repetitively

Disclaimer: The following duties are normal for this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.