

**Data and ESC Media Services Clerk
Job Description**

Purpose: The Data and ESC Media Services Clerk provides assistance with the efficient operation of the school district's databases and ESC functions. The Data and ESC Media Services Clerk works closely with the staff and administration of Derby Public Schools.

Responsible to: Assistant Superintendent of Curriculum and Instruction

Salary: District Clerical Hourly Rate Schedule, Level 2

Classification of Employment: Non-Exempt

Date: July 2019

Qualifications:

1. High school diploma or equivalent.
2. Demonstrated keyboarding and filing skills.
3. Experience in using various computers and computer programs.
4. Desire to continue career improvement.

Essential Functions:**1. Knowledge. Skills and Abilities:**

- a. Provide support to assist with the efficient operation of the school district's databases media centers, and Make It Take It facility and instructional materials.
- b. Assist in maintaining the district student information system.
- c. Assist in maintaining the district testing databases.
- d. Ensure district data integrity.
- e. Ability to work both independently and as a team member.
- f. Ability to work closely with and act as a liaison with all district staff
- g. Ensure that all activities assigned conform to district guidelines including confidentiality.
- h. Communicate effectively with all members of the school district and community.
- i. Act as the system administrator for the district's automated library/media system.
- j. Support the value of an education.
- k. Support the philosophy and mission of Derby Public Schools.
- l. Comply with all district policies, rules and regulations.

2. Physical Requirements/Environmental Conditions:

- a. Requires prolonged sitting or standing.
- b. Requires physical exertion to manually move, lift, carry, pull or push heavy objects or materials.
- c. Requires stooping, bending and reaching.
- d. Must be able to work in noisy and crowded environments.
- e. Requires regular attendance and/or physical presence at the job.

General Responsibilities:

- 1. Manage the district's instructional materials processing.
- 2. Maintain orderly and up-to-date electronic filing system on all data systems.
- 3. Keep abreast of new information, innovative ideas and techniques in relationship to instructional materials and media centers.
- 4. Attend general staff meetings.
- 5. Answer telephones and deliver messages.
- 6. Work effectively with students, teachers, parents, community agencies and other groups.
- 7. Adhere to all district health and safety policies.
- 8. Other duties as assigned by the Assistant Superintendent of Curriculum and Instruction, which are consistent with the general, requirements and qualifications of the position.
- 9. Maintain the instructional materials master catalog and the operations of Make-It Take-It.
- 10. Manage year-end inventory for all district media centers.