

Elkhart Community Schools

Position Description

Position Title:	Secretary – Media Center
Qualifications:	<i>Required:</i> High school diploma or equivalent; and a minimum of one year of previous office experience. Excellent computer skills; ability in organization and prioritizing; ability to communicate effectively, both orally and in writing; work collaboratively and cooperatively; and handle confidential information. Ability to handle situations under pressure and meet deadlines. Exhibit a pattern of regular and timely attendance. <i>Preferred:</i> Library experience; knowledge of audio-visual equipment.
Department:	Elkhart High School
Reports to:	Director of Literacy / Media Specialist
Prepared by:	Tara White
Approved by:	W. Douglas Thorne
Date: 2/20/20	

SUMMARY: To effectively and efficiently perform the secretarial duties for the media center department and assist in meeting the goals of the program. Assists in providing the best possible services to students and staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(Other duties may be assigned):*

1. Keep complete and accurate files of all official business transacted through the Media Center
2. Facilitate procedure by performing duties including, but not limited to, the following: enter book data into library management system; prepare books for patron check-out; prepare new-book lists; update the overdue form and student lists on the computer; type bibliographies; perform patron maintenance; type and file book and magazine order forms and requisitions; keep accurate records, and collect and receipt money.
3. Keep abreast of and be capable of operating current and future computer programs/hardware as they are purchased for the Media Center including, but not limited to, computers, scanners, printers, and internet.
4. Assist patrons with selection of materials and suggestions for proper instruction
5. Assist substitute teachers with emergency materials and suggestions for proper instruction.
6. Follow computerized procedures in notification of overdue materials.
7. Instruct students, teachers, and classes in locating materials through the use of library management system.
8. Keep current inventories of all media center materials, and assist in the inventorying of those materials.
9. Answer Media Center telephones and respond in an appropriate manner.
10. Attend professional development, as requested.
11. Maintain absolute confidentiality and ethical standards in all school or school district matters.
12. Exhibit a pattern or regular and timely attendance.
13. Perform other duties as may be requested by the Media Chairperson, Office Manager, or administration.

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 equivalent; and a minimum of one year of previous office experience. Excellent computer skills; ability in organization and prioritizing; ability to communicate effectively, both orally and in writing; work collaboratively and cooperatively; and handle confidential information. Ability to handle situations under pressure and meet deadlines. Exhibit a pattern of regular and timely attendance. *Preferred:* Library experience; knowledge of audio-visual equipment.

Language Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before parents, staff and students.

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 graphs.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Other Skills and Abilities: Experience working with computers is necessary. Windows training/experience is preferred. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to perform duties with awareness of all district requirements and Board of Education policies. Wholesome and understanding attitude toward children; ability to use proper English and communicate well with people; neat personal appearance, pleasing personality; willingness to learn and expand general knowledge.

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 stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

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 noise level in the work environment is acceptable to this particular environment. However, the noise level can vary depending upon daily activity, but will still remain within the acceptable noise level range. The employee continuously is interacting with the public, staff and students. The employee frequently will be required to meet multiple demands from several people.

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