

Franklin Township Community School Corporation



Job Description

JOB TITLE: Media Center Clerk- Tier I

NWS POSITION #:

REPORTS TO: Building Principal

SUPERVISES: Non-Applicable

EMPLOYMENT AND FLSA STATUS: Classified/Non-Exempt/Hourly

JOB GOAL

Welcome students and direct them to the appropriate areas; assist Media Specialists with students. Requires effective communication skills.

PERFORMANCE RESPONSIBILITIES:

- Greet staff and students in the Media Center.
- Staff the circulation desk and administer the Destiny software system.
- Monitor the returned articles throughout the day.
- Track overdue materials, send notices, collect fines and send letters regarding lost items.
- Shelf and maintain articles in proper order.
- Assist teachers in locating materials and notify teachers of items available for pick-up.
- Create and maintain bulletin boards and media center displays.
- Report and repair damaged books.
- Assist with media center inventory.
- Assist with special events, including annual book fairs.
- Monitor student activity, including computer use.
- Maintain vendor catalogs.
- Maintain a neat, orderly and well-organized media center.
- Monitor student media center attendance, including passes and check-in in / out procedures.
- Operate office tools, including computer software, copy machine and other tools needed.
- Carry out the lesson plans during media center rotation of students.
- Performs other duties and assumes other responsibilities as assigned by the building principal.

QUALIFICATIONS:

- High School diploma or equivalent
- One year of general clerical experience, preferably including some experience in the database operation and data mining
- Understand and follow both oral and written directions
- Communicate effectively in both oral and written forms
- Operate standard office equipment
- Efficiently operate a telephone system

- Type/Word process accurately at a rate required for successful job performance- minimum 35 net words per minute
- Maintain routine records and files
- Establish and maintain effective work relationships with those contacted in the performance of required jobs

PHYSICAL REQUIREMENTS:

- | | |
|----------------------------|---------------------------------|
| 1. Seldom = Less than 25 % | 2. Occasional = 26 to 50 % |
| 3. Often = 51 to 75 % | 4. Very Frequent = 76 % & above |

- Ability to stand for extended periods of time. (1)
- Ability to lift 25 lbs. (1)
- Ability to carry 25 lbs.(2)
- Ability to work at a desk, conference table or in meetings of various configurations. (4)
- Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter. (4)
- Ability to hear and understand speech at normal levels. (4)
- Ability to communicate so others will be able to clearly understand a normal conversation. (4)
- Ability to operate office equipment. (4)
- Ability to reach in all directions. (4)

REASONABLE ACCOMMODATION:

The District will comply with all legal requirements relating to reasonable accommodation for employees and job applicants.

TERMS OF EMPLOYMENT:

185 Days per year

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluations of Professional Personnel.

Approved by: _____ Date_____

Reviewed and agreed to by: _____ Date_____