



Employer is Edustaff – all applications must apply and pass the Edustaff screening process to be placed. If a placement offer is made, the employment relationship will be considered an “at will” employment relationship with Edustaff, not with the district. There will be no contractual relationship or promise made concerning your worksite placement at the district.

Employee Job Description

Job Title: IMC Clerk

Job Summary:

The Media Clerk supports the daily operations of the school library/media center by maintaining library resources, assisting students and staff with media and technology needs, coordinating textbook and instructional material inventories, and promoting the effective use of library and educational technologies. The Media Clerk ensures the library/media center is an organized, welcoming, and resource-rich environment.

Essential Functions (May include, but not limited to):

1. Perform general clerical tasks such as filing, keyboarding, recordkeeping, and operating office equipment.
2. Greet and communicate with staff, students, and the public courteously and professionally.
3. Monitor and facilitate student and staff use of the library/media center, ensuring a safe and productive environment.
4. Maintain and apply circulation procedures for checking in/out books and other media materials; ensure the library collection is orderly and accessible.
5. Assist staff and students with locating resources, conducting research, and using reference materials.
6. Order, receive, and process new library and reference materials, textbooks, and consumable curriculum supplies.
7. Maintain annual inventory of library materials, textbooks, and audio-visual resources; prepare inter-building transfers as needed.
8. Schedule, track, and maintain all audio-visual and instructional technology equipment; provide basic troubleshooting and support.
9. Provide basic technical support for library computer systems and coordinate with the Media Technician for more complex issues.
10. Support students and staff in the use of educational software, instructional media, and approved internet resources.
11. Maintain knowledge of current educational technologies and participate in ongoing training and media staff meetings.
12. Act as liaison between school staff and curriculum departments; regularly communicate updates on available materials and resources.
13. Assist in planning and coordinating curriculum-related field trips, including completion of permission forms and transportation requests.

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14. Monitor and manage the library/media center budget for books, supplies, and subscriptions under the direction of the building administrator or District Media Coordinator.
15. Perform additional duties and special projects as assigned.

The information contained in this job description is not an exhaustive list of the duties performed for this position. Other duties within the classification and the physical demands of the job may be assigned.

Qualifications:

Education:

High school diploma or GED required.

Skills:

Demonstrated knowledge of library filing systems and alphabetizing. Ability to maintain confidentiality required. Ability to keep records systematically and make accurate reports. Knowledge and ability to operate audio-visual and electronic equipment. Demonstrated record of good attendance and punctuality. Demonstrated strong communication and interpersonal skills. Demonstrated ability to speak clearly and concisely both in oral and written communication.

Other requirements:

Must comply with the Student Safety Initiative Legislation, as amended. Newly hired staff are required to successfully complete the following pre-employment screenings: 1) Criminal background check, including national and local clearance.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The essential functions 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.

Special Job Considerations:

Salary Schedule: \$15.00 per hour, 40 hours per week, 210 days per year, no benefits

Immediate Supervisor: Building Principal

Date: 4/14/2026

TM: tvs

Acceptance of any placement offer will be considered an “at will” employment relationship with Edustaff, not the District. There will be no contractual relationship or promise made concerning your worksite placement at the District beyond the specific relational definitions outlined in the Edustaff documents. Ultimately, either you or Edustaff can terminate the employment relationship with no cause at any time.