

# LAKEVILLE AREA PUBLIC SCHOOLS

## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	<b>Elementary Media Clerk</b>	<b>LOCATOR: (Office Use Only)</b>
<b>DEPARTMENT/BUILDING:</b>	<b>Elementary School Buildings</b>	<b>POSITION CLASSIFICATION: A-1-2</b>
<b>TITLE OF IMMEDIATE SUPERVISOR</b>	<b>Media Specialist</b>	<b>BARGAINING UNIT: LEAF</b>

**POSITION SUMMARY:** The purpose of the position is to provide support to the Media Specialist in all aspects of operating the Media Center. Specific duties will vary between buildings depending on their individual needs.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The essential functions of this position include, but are not limited to, the following fundamental duties:

1. Effectively utilizes district technologies appropriate to the position and assumes responsibility for attending district training needed to successfully perform designated responsibilities as directed by supervisor.
2. Maintains circulation records for book check-ins and check-outs.
3. Re-shelves returned books in a timely and accurate manner.
4. Repairs damaged books.
5. Works with students to locate materials and find appropriate sources for research.
6. Fulfills requests from teachers and students for materials, equipment and usage of media space. Follows through, by requesting from the appropriate sources, on requests that cannot be met on site.
7. Assists students and teachers in accessing information through the Media Center.
8. Assists with an annual inventory of books, AV materials, equipment and supplies as directed by supervisor.
9. Attends job-related workshops.
10. Facilitates circulation of books, materials and equipment.
11. Maintains the appearance of the media center.
12. Prepares current periodicals for shelving or routing and maintains the back issue collection.
13. Set up Audio/Visual equipment for teachers and visitors, video tape music concerts and other events.
14. Provide technical support for troubleshooting minor computer challenges.
15. Maintains current inventory of supplies and suggests items for acquisition as needed.
16. Carries out other library related, non-instructional duties as specified by the Media Specialist or Principal.

### **ADDITIONAL DUTIES AND RESPONSIBILITIES:**

1. Assist with noon supervision when assigned (see noon supervision job description)
2. Supervises students upon arrival.
3. Develop effective working relationships with staff and the school community.
4. Establishes and maintains a compatible working relationship with students and other adults in the workplaces.
5. Assists Media Specialist with Bookfairs, Reading Day, "I Love to Read Month" and other special reading promotions throughout the school year.
- 6.. Types, files and provides general clerical support for the Media Specialist.
7. Performs other duties as assigned by the Media Specialist and Building Principal.

### **POSITION QUALIFICATIONS (Specific training or job experience required before appointment):**

1. A high school diploma or equivalent is required.

2. Excellent computer skills/experience including MS Office suite, Accelerated Reader, Google Apps, including mail, apps and calendar. Familiarity with both PC and Apple platforms, web page design and layout.
3. Experience in school Media Center functions (Children's books, cataloging, alphabetizing, and organizing) preferred.
4. Excellent oral and written communication skills and interpersonal relationship skills are required.
5. Ability to use computer, copier, and A/V equipment.
6. Ability to read and interpret documents such as technical journals, maintenance instructions and procedure manuals.
7. Proficiency in typing 35 W.P.M. preferred.

While performing the duties of this job, the employee is frequently required to stoop, reach, stand, walk, lift, pull, push, grasp, talk, hear, see and use repetitive motions. While performing the duties of this job, the employee may frequently lift and or move up to 50 pounds of materials, etc. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and staff. The work environment is usually quiet.

Employee is required to:	Never	Occasionally 1-33%	Frequently 34-66%	Continuously 66-100%
Stand			X	
Walk			X	
Sit			X	
Use hands dexterously (use fingers to handle, feel)			X	
Reach with hands and arms			X	
Climb or balance		X		
Stoop/kneel/crouch or crawl			X	
Talk or hear				X
Taste or smell		X		
Physical (lift and carry):			X	
Up to 10 pounds				X
Up to 25 pounds			X	
Up to 50 pounds		X		
Up to 75 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

**DATE:** 1/25/07  
**REVISED:** 10/9/12