

## JOB DESCRIPTION

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**Title:** Media Clerk  
**Reports To:** Assigned Administrator  
**Salary Grade:**  
**FLSA Status:** Non-exempt  
**Date:** June 30, 2009

### **JOB SUMMARY:**

Perform duties to operate and maintain school library.

### **ESSENTIAL JOB FUNCTIONS:**

- Checks materials in and out of the library.
- Sends overdue notices, collects fines, and types.
- Compiles circulation data.
- Coordinates movement of materials within the school and on intra-district library loan.
- Mends books, magazines, etc., needing repair.
- Prepares new library materials.
- Prepares books for shelving/circulation.
- Maintains computerized requisitions for materials and supplies.
- Prepares inventories annually.
- Prepares bulletin boards.
- Does necessary reproduction of library statistics.
- Assists students and staff in locating books, periodicals, or other information.
- Informs the administration of areas where deficiencies exist.
- Maintains an inventory of audio-visual materials.
- Selects and receives, books, periodicals, audio visual materials and equipment- working within library budget- for purchase, and compiles requisitions-post on computer.
- Monitors attendance in the library and keeps attendance records. Responsible for elementary classes scheduled to be in the library. Maintains class control and discipline during library time and ensure the safety of the students.
- Maintains the library and its displays in a neat and attractive condition.
- Maintains current knowledge of Board of Education policies, department policies and the negotiated agreement which apply to the employ along with the ability to interpret and follow those policies and procedures.
- Coordinate TV and broadcast schedules as well as set up equipment for staff meetings, keeps library materials and equipment in working order.
- \*Any other related duties as assigned by the administrator.

### **NON ESSENTIAL JOB FUNCTIONS:**

- Attend required meetings.

### **MINIMUM REQUIREMENTS:**

Education as required by the Ohio Department of Education and the federal mandates of the No Child Left Behind Act. High school diploma or equivalent. Ability to learn and understand library systems. Computer

literacy, basic typing and clerical skills. Working knowledge of Windows based software along with ability to learn new software packages as required. Ability to manage, guide, and direct students. Ability to deal with the public tactfully and courteously and work harmoniously with parents, students and other employees. Able to pass Federal/State mandated criminal checks and substance abuse test.

**WORKING CONDITIONS:**

Almost all time is spent in a library environment. The employee will be required to sit and stand for extended periods of time. Must be able to bend, stoop, walk, and lift and push various loads often. A considerable amount of time will also be spent working on a computer so the employee should have close vision ability and be able to operate the required equipment. A great deal of interpersonal contact is required so the individual must have excellent language and speaking skills. Potential exposure to human blood, bodily fluids, tissue or other infectious materials.

**TERMS OF EMPLOYMENT:** 178 day, school days plus agreed to holidays. Hourly rate as determined by placement on the negotiated salary schedule.

*The information contained within this job description is for compliance with Americans with Disabilities Act (ADA) and is not an exhaustive list of duties for this position. Additional duties will be performed by the individual holding this position and additional duties may be assigned in the future.*

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

\*Disputes over assignment of related tasks shall be subject to expedited binding arbitration.