

# High School Media Secretary

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## Job Description

### Job Summary

Under the direction of the Library Media Instructional Technology Specialist: Monitors students in library and library research. Assists students and staff in use of Media Center. Process materials, catalogs books and videos. Assists with Channel One programming. Assists ESL students. Monitors and deposits fine and fee money. Hosts faculty and other meetings at the Media Center. Manages and processes periodicals. Restacks returned books. Assigns work to student assistants. Assists with displays and promotions of literature and reading. Assists with book reviews.

### Essential Functions

Monitors and manage students in the library and check out. Assists and supports students in use of media center, including collection and electronic research, Internet, word processing, and a variety of software applications. Assists staff with computer programs.

Processes and catalogs library books, textbooks, and videos. Maintains a current list of computer locations and inventory.

Laminates materials for staff, students and PTA. Updates and maintains file of signed acceptable use policy forms from faculty and students.

Schedules library use with teachers.

Submits fine money. Sends notices of overdue items, fees and fines. Maintains lists of those with overdue accounts.

Maintains continuity of media center operation when coordinator is absent.

Updates and deletes bar codes. Catalogs video library.

Assists with displays, promotion of literature and reading.

Assists other secretaries. Assists with other assignments as determined by Library Media Instructional Technology Specialist and building principal. Processes media mail. Replaces books and periodicals on shelves. Assigns work to student assistants.

## **Secondary Functions**

Maintains computer lab and resolves associated problems. May send faxes. Makes picture IDs for new and current students. Works with Channel One programming. Assists in monitoring the media budgets. Hosts faculty and other meetings in media center. Monitors on-line attendance for independent study and student assistants. Maintains equipment, orders repairs, recommends condemnations. May assist with registration.

Other duties as assigned.

## **Required Knowledge, Skill and Ability**

Requires working knowledge of district media policy and procedures. Must be skilled in specific library processes and procedures. Must be skilled in word processing (55 wpm), computer operation including relevant software and Internet, operation of office machines, basic math, record keeping and filing, written and oral communication, and interpersonal relations. Must foster positive working relationships.

## **Minimum Entrance Requirements for Training**

High school diploma or equivalent, plus one year of formal training in office procedures, word processing, computer operation including relevant software, bookkeeping, basic math, operation of office machines, communication, and interpersonal relations.

## **Minimum Entrance Requirements for Prior Experience**

Requires eighteen months of job related work experienced with demonstrated competence.

Note: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior experience, some exchanges can be made between training and experience.

## **Decision Making Authority**

Under the direction of the Library Media Instructional Technology Specialist: recommends books and materials to be purchased, orders equipment repairs, recommends condemnations, helps determine outdated materials, makes work assignments to student assistants, gives students guidance in their research.

## **Interaction With Others (Non-Supervisory)**

Interacts positively with students, teachers, parents, vendors and other secretaries.

## **Working Environment**

Standard office conditions, with the exception of standing, bending, and moving from student to student most of the workday. Must deal with many interruptions, equipment malfunctions and breakdowns, and people emotional over equipment failures and other problems. Must monitor students and faculty to assure only legal web sites are accessed.

## **Physical Demand Characteristics**

May move or lift items weighing up to 50 pounds.