

Junior High Media Clerk

Job Description

Hours

- 685 Hours
- A Media Clerk cannot work more than 19hrs/week
- Cannot work on Student Non-Attendance Days

Requirements

- Works under the direction of the Library Media Specialist
- Works well with students and faculty
- High School diploma (some college preferred)

Responsibilities

1. Supervises library/media center under the direction of the Library Media Specialist
2. Supervises library when Library Media Specialist attends meetings or is unable to be in the Media Center
3. Processes library materials such as books, videos, etc...
4. Checks materials in and out for students and faculty
5. Tracks and processes periodicals
6. Helps supervise student aides
7. Compiles lists of past due books and distributes past due notices
8. Repairs damaged books
9. Helps to maintain a well organized, inviting media center
10. Replaces equipment light bulbs and sends equipment in for repair
11. Assists Library Media Specialist in the acquisition of materials that support the curriculum of the school
12. Assists with book displays and the promotion of literature
13. Assists students and faculty in locating materials and is visible and friendly (please refrain from sitting in office)
14. Assists Library Media Specialist with any additional duties

Clerks should not:

1. Manage library budget
2. Order books
3. Order periodicals
4. Teach classes
5. Supervise a class without a certified teacher