

High School Media Secretary

Job Description

The High School Media Secretary assists the Library Media Educational Technology Specialist in providing an efficient school library media center. Additional duties are performed by the individual holding this position and additional duties may be assigned.

Essential Functions

- Assists students, staff, and visitors in locating and using the school library media center resources and facilities. Is visible, accessible, helpful, and courteous to students, staff and visitors.
- Monitors students in the library, including their computer and Internet usage.
- Processes and catalogs library books, textbooks, periodicals, equipment and other materials.
- Checks library materials in and out to patrons.
- Help maintain a clean, organized, and properly shelved media center.
- Assists scheduling library use with teachers.
- Sends notices of overdue items, fees and fines. Maintains lists of those with overdue accounts.
- Maintains continuity of media center operation when LMETS/librarian is absent.
- Assists with displays, promotion of literature, and reading advisory.
- Assists librarian in the supervision and training of student assistants and volunteers.
- Assigns work to student assistants.
- Gives students guidance in their research.
- Assists with library Book Fairs.
- Helps maintain a current library collection. Assists with a yearly inventory of library collection.
- Assist LMETS with equipment repairs and maintenance.
- Assists with other assignments as determined by Library Media Educational Technology Specialist and school Principal.

Secondary Functions

Under the direction of the Library Media Educational Technology Specialist, the High School Media Secretary may:

- Recommend books and materials to be purchased.
- Order equipment repairs and recommend condemnations.
- Help determine outdated materials.

- Laminate materials for staff and students.
- Make picture IDs for new and current students.
- Maintain signed Acceptable Use Policy forms from faculty and students.

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.
- Ability to work independently with minimum supervision.
- Ability to use independent judgment and demonstrate initiative to act without being asked.
- Ability to read, analyze, and interpret information.
- Knowledge of call numbers and library organization.

Minimum Entrance Requirements: Training

- High school diploma or equivalent.
- One year of formal training in office procedures, word processing, computer operation (including relevant software), bookkeeping, office machines, communication and interpersonal relations.
- Basic math skills consistent with the duties of this position.

Minimum Entrance Requirements: Prior Experience

- Twelve months of job related work experience with demonstrated competence.
- Knowledge and experience with Follett Destiny.

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.

Interaction with Others (Non-Supervisory)

- Interacts positively with students, teachers, parents, vendors and other secretaries.
- Maintains appropriate confidentiality.
- Ability to react well under pressure.

- Handle and balance multiple demands at one time.
- Ability to effectively present information and respond to questions, inquiries, and/or complaints.
- Display courtesy, tact, and respect when dealing with others.

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.
- In-district travel required as necessary for training.
- Inflexible deadlines.
- 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.
- While performing the duties of this job, the employee is regularly required to stand, walk, sit, stoop, kneel, crouch, or crawl.
- Specific vision abilities required by this job include both close vision and distance vision.

Acknowledgment

I have received a copy of this job description. It has been discussed with me and I have freely chosen to comply with the performance and behavior/conduct expectations contained herein

Employee's Signature

Date

Supervisor's Signature

Date