

Elementary Media Clerk

Job Description

ELEMENTARY MEDIA CLERK

Job Type: Hourly Classified

Pay Range: From \$12.20 - \$14.64/hour

Hours: 29 Hours per week maximum

REQUIREMENTS

- Demonstrated ability to work well with students and teachers.
- Self-motivated, but able to take directions from supervisors.
- High School diploma. Some college preferred.
- Ability to learn new skills and functions.

DUTIES

- Supervise library media center under the direction of a district media specialist.
- Compile patron records and information on computer and issue patron identification cards according to established procedures.
- Catalog and process library materials such as books, DVDs, CD-ROMs, pictures, kits, etc.
- Check in and out all materials to patrons (teachers, students, etc.)
- Inspect returned books, etc.
- Sort books, publications and other items according to classification code and return them to shelves, files or other designated storage areas.
- Sort for damage. Repair if possible.
- Compile lists of overdue books, etc. and issue overdue notices to borrowers. Compute and receive fines as per school policy.
- Locate books, publications, Internet sites and other materials for patrons.
- Assist library committee in the acquisition of materials that support the curriculum of the school.
- Maintain a well organized, inviting media center with displays, bulletin boards, etc.
- Attend district training meetings and complete other duties as assigned.