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.