

## ELEMENTARY SCHOOL LIBRARY MEDIA CLERK

### DEFINITION

Under direct supervision of the Principal, to perform routine clerical and typing duties; in an elementary or small secondary school library; to assist both students and teachers in the use of the library, computer lab, including mobile devices. Under the general supervision of a classroom teacher, to assist in providing specialized instruction, and supervising in classroom activities in the computer laboratory or library and do related work as required.

### QUALIFICATIONS:

Successful completion of the District Instructional Assistant Proficiency Test.

Successful completion of the District Computer Competency Test.

#### Education:

Equivalent to completion of the twelfth grade.

Relevant classes in computer education desirable

#### Experience:

School library experience is desirable.

Computer experience desirable.

#### Knowledge of:

Clerical procedures and practices; general knowledge of the organization and functions of a library; personal computers and related software, i.e. circulation programs, internet and word processing.

#### Ability to:

Learn basic library practices and terminology; harmoniously assist students, parent volunteers, and teachers in becoming familiar with the arrangement, location, and use of materials in the library; perform routine clerical work with speed and accuracy; understand and carry out verbal and written directions; essential functions require, with or without the use of aids mobility to move to counter, files and other areas of the school or office; sufficient vision to see small print; sufficient hearing to hear normal and telephone conversations; sufficient dexterity to write, operate personal computer, telephone, typewriter and other business machines.

### DISTINGUISHING CHARACTERISTICS

These are entry level positions with duties similar to those of Clerk Typist I, but specializing in the library media functions. Incumbents are prohibited from initial teaching and assigning grades to pupils, but may reinforce a lesson initiated or prescribed by the teacher. Additionally, incumbents may not give out any information concerning any pupil to any person other than a site level teacher, administrator, or authorized District staff member.

### ESSENTIAL FUNCTIONS

- Charges and discharges books and audio-visual materials including mobile devices/carts.
- Utilizes and maintains software related to library systems including automated library circulation programs.
- Assists the Principal in maintaining inventory of library materials including mobile devices/carts and other audio/visual devices.
- Assists in selection of library materials.
- Assists students and teachers in becoming familiar with the arrangement, location, and use of materials in the library.
- Performs minor repair of book materials.
- May assist, train and work with students and volunteers, which may include training for help with book fairs.
- May obtain and run computer programs for students as indicated by standardized test results.
- May assist students in routine studies, including computer related instruction, as well as specific skill weaknesses.
- May assist students or small groups of selected pupils with assignments directed by and under the supervision of a teacher.

- May type materials for computer and classroom instruction.
- Does miscellaneous typing and clerical work and operates office equipment.
- Performs related duties as required.

#### **PHYSICAL REQUIREMENTS:**

**Physical Abilities** include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

**Significant physical abilities** include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

#### **WORK ENVIRONMENT:**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.
- Employees in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public.

Revised: 3/3/92; 11/19/98  
Board Approved 04 10 2014