

## JOB DESCRIPTION

<b>BAND</b>	<b>GRADE</b>	<b>SUBGRADE</b>	<b>WORKING CONDITIONS</b>
A	1	3	

<b>JOB TITLE</b>	<b>CONTRACT REFERENCE</b>
Media Clerk	Clerical, Library, Health, and Computer Assistants

<b>TITLE OF IMMEDIATE SUPERVISOR</b>	<b>VERSION DATE</b>
Building principal or building media specialist as delegated by the building principal	February 2008

### JOB SUMMARY

TASK NO.	FRE- QUENCY	BAND/ GRADE
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The essential functions of this job include, but are not limited to, the following fundamental job duties:			
1.	Supervise and assist students who are in the media center, as directed by the building principal, media specialist or licensed teacher.	40%	A1
2.	Coordinate a variety of activities to assist the media specialist/building principal with instruction of students, administrative, and clerical tasks. Prepare and accurately maintain a variety of reports, records and files relating to students, staff, operations and student activities as assigned.	10%	A1
3.	Compile and input all appropriate information required from a variety of technology and management systems	5%	A1
4.	Perform media center maintenance for printed and non-printed materials and all hardware.	10%	A1
5.	Care for the printed materials and the equipment in the media center.	25%	A1
6.	Maintain confidentiality of student records and any other pertinent information including copyright.	5%	A1
7.	Assist media specialist/building principal with building level communications; including educational access and web sites.	5%	A1
8.	Perform related duties as assigned by supervisor.	%	N/B

### QUALIFICATIONS (Specific training or job experience required before appointment)

1. High school diploma or equivalent.
2. Ability to relate to and communicate with staff and students.
3. Patience and flexibility in working with staff and students.
4. Willingness to expand skills.
5. Ability to take direction of supervisor.
6. Ability to keep information confidential

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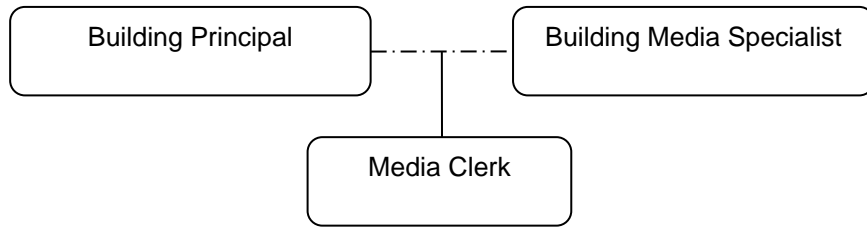
**JOB TITLE**

Media Clerk

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**CONTRACT REFERENCE**

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**ORGANIZATIONAL RELATIONSHIPS**

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**SYMBOLS**

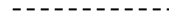
DIRECT SUPERVISION



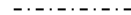
INDIRECT SUPERVISION



WORK DIRECTION



ADVISE/INFORM



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**PHYSICAL FACTORS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employed is regularly required to talk, hear, climb, balance, stoop, kneel, reach for objects, stand, walk, push, pull, lift, and use hands to grasp and feel. The employed must frequently lift and/or move up to 25 pounds, occasionally being required to lift and/or move up to 40 pounds or more. Specific vision abilities required include close vision, distance vision, and the ability to adjust focus.

**NON EXEMPT**

Not to exceed 40 hours per week.