



# JOB DESCRIPTION

<b>Number: 43052</b>	<b>Title:</b>	<b>Media Clerk</b>
<b>Nature of Position</b>	This position is responsible for assisting the Media Specialist in the operation of the school Media Center.	
<b>Reports To</b>	<b>Title: Principal</b> (with direction from the Media Specialist)	
<b>Education</b>	<b>Required</b>	<ul style="list-style-type: none"> <li>• High School Diploma</li> <li>• An Associate's Degree</li> <li>-OR-</li> <li>• 60 semester / 90 quarter hours of college credit from an accredited organization</li> <li>-OR-</li> <li>• Passing score on the Georgia Assessments for the Certification of Educators (GACE) Paraprofessional Assessment Test</li> </ul>
	<b>Preferred</b>	•
<b>Experience, Skill, and Certification</b>	<b>Required</b>	<ul style="list-style-type: none"> <li>• Previous work experience, preferably with children</li> <li>• Computer skills, general office training</li> <li>• Demonstrable ability to work with students and staff</li> <li>• Good communication skills</li> </ul>
	<b>Preferred</b>	•
<b>Duties and Responsibilities</b>	<ol style="list-style-type: none"> <li>1. Provides and ensures efficient circulation of materials/resources by providing assistance/service to students and staff as needed in the media center.</li> <li>2. Operates the computerized circulation system including checking materials in and out and creating and distributing overdue fines/notices.</li> <li>3. Assists in all phases of materials processing according to established procedures.</li> <li>4. Shelves and maintains correct order (Dewey decimal classification) of returned materials.</li> <li>5. Prepares current periodicals for shelving and maintains collection of back-dated issues.</li> <li>6. Assumes responsibility for operation of the media center and supervision of students in the approved absence of the Media Specialist.</li> <li>7. Repairs print and non-print materials.</li> <li>8. Maintains inventory of supplies and suggests items for acquisition as needed.</li> <li>9. Assists in maintaining an orderly, neat, and attractive atmosphere in the media center.</li> <li>10. Assists small groups of students in locating and retrieving materials, finding information, operating instructional equipment, or other activities.</li> <li>11. Operates computers and production equipment as needed in the media center.</li> <li>12. Assists in the integration of technology used throughout the school.</li> <li>13. Operates and maintains media-related equipment. Prepares work orders for broken/damaged equipment.</li> <li>14. Assists in training volunteers.</li> <li>15. Assists in producing, mounting, and laminating materials.</li> <li>16. Prepares and assembles materials for classroom use.</li> <li>17. Assists the Media Specialist with preparing and maintaining media center displays, in conducting inventory of materials and equipment, for media promotions and book fairs, and other activities to include fixed asset inventory.</li> <li>18. Performs other duties and tasks as necessary for the effectiveness of the school.</li> </ol>	



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**Title:**

**Media Clerk**

**Terms of  
Employment**

Incumbents will be considered "at will." Appropriate pay will be determined based on the Grade as determined by Human Resources and allowable experience. The work calendar will be 200 days (190 + 10 holidays). (G-5) Non-exempt  
revised 09-15

**Approvals**

Director Level

DATE

Chief Level

DATE

Human Resources

DATE

Superintendent

DATE



# JOB DESCRIPTION SUPPLEMENT

**Number: 43052**

**Title: Media Clerk**

**Non-Essential  
Responsibilities**

A responsibility is considered to be "non-essential" (for the purposes of compliance with the Americans with Disabilities Act) if:

- it is shared between multiple incumbents in the job; or
- it could be performed by an employee in another job within the workgroup.

Note the responsibility number(s) from the list in the "Duties and Responsibilities" section for those responsibilities that could be considered "non-essential" based on this definition.

None

**Physical and  
Sensory Demands**

Most jobs in the District have physical and sensory demands that can be described by one of the two categories noted below. For jobs that require more physical or sensory effort, please list the requirements in this section. Check the box that is applicable for this position and complete any necessary information.

**OFFICE** Employees in this category are normally exposed to a typical environment. The employee has some control over the length of time sitting, standing, or ambulating. There are occasions that require the lifting or pulling of equipment or supplies, as well as bending, stooping, or stretching. There is frequent use of computers, telephone, and other standard office equipment, which includes reading, listening, writing, or speaking. There are few exceptional physical or sensory demands.

**CLASSROOM** Employees in this category spend at least most of the workday in a typical classroom or related educational environment. There will be prolonged periods of standing or walking, and there may be frequent bending, stooping, or stretching. There are occasions that require the lifting or pulling of equipment or supplies. Reading, listening, writing, and speaking are requirements. There are few exceptional physical or sensory demands, but there may be occasions that require the lifting or restraint of a student.

**EXCEPTIONAL PHYSICAL OR SENSORY DEMANDS**  
(Check any that apply to this job and complete the required information.)

Regular lifting of up to 10 pounds; pushing of book carts; and other related activities

Frequent climbing up to \_\_\_\_\_ feet, and/or working on building roofs.

Exposure to heavy dust, dirt, chemical or paint fumes, or other airborne matter.

Exposure to extreme heat, electric current, hazardous chemicals or other potential hazards.

Sitting or standing for extended periods with no control over rest periods.

Other: \_\_\_\_\_