

# *Magnolia School District*

## **LEAD LIBRARY MEDIA CLERK**

### **DEFINITION**

Under the general supervision of Educational Services Administrator and Site Principal with guidance from the Library Media Specialist, provide library services and maintains an automated school library/media center; perform clerical functions related to the acquisition, processing, cataloging, storage, circulation, distribution, and recovery of library and reference books, and a variety of other instructional materials and media; train and provide work direction and guidance to assigned library media clerks and do other related work as required.

### **EXAMPLES OF DUTIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

- Provides instruction for staff, student and parents in the use of library resources;
- Assists in collection management of multi-media resources, review and analyze collection, recommend books and materials for purchase based on school needs and awareness of various cultures and socioeconomic backgrounds;
- Provides library/media center services relating to the acquisition, circulation, distribution and recovery of library books, instructional materials, computer applications, and other multi-media resource materials;
- Plans and schedules the utilization of the library with the principal and staff;
- Assists students and staff in the use of all library resources; facilitate the use of a variety of information resources;
- Assists and supports library media personnel in the development, implementation and maintenance of a quality library/media center;
- Trains and assists other library media clerks with soft-ware related issues, including but not limited to the ability to work one-on-one with staff on application projects used to maintain student records and reports for all schools;
- Conducts story time; arrange special displays in the library;
- Supervises student helpers and volunteer help;
- Prepares requisitions and orders for library books and instructional materials;
- Maintains automated circulation records of books, paperbacks, and instructional materials;
- Performs clerical duties including processing, cataloging, storing, circulating, and recovery of library books and instructional materials or collection of replacement costs;
- Prepares book cards, book lists, bibliographies, and other similar material using both manual and automated processes;
- Identifies books by grade/reading level;
- Assists students in selecting books by their reading level as determined by the school's current independent reading program;
- Inspects, repairs and mends damaged books, and other instructional materials as needed; dispose of damaged books and instructional materials; weed out obsolete books and instructional materials;
- Assists in the training of library media personnel;
- Performs inventory of library materials as required; check books against shelf list and catalog cards; inspect;
- Maintains a variety of reports, records and logs pertaining to library materials and equipment;
- Performs other related duties as assigned.

### **QUALIFICATIONS**

**Knowledge of:**

- Modern office methods, practices, and equipment, including computers as they relate to current library technology;
- Dewey Decimal and card cataloging systems;
- Operation of a computer and related equipment;
- Children's literature and District curriculum;
- Oral and written communication skills;
- Interpersonal skills using tact, patience and courtesy;
- Correct English usage, spelling, grammar, punctuation and vocabulary;
- Library media center classification systems;
- Basic arithmetical concepts;
- Student behavior management strategies and techniques;
- Standard library reference sources, books and other library related materials.

**Ability to:**

- Perform library clerical functions, including acquisition, circulation, distribution and recovery functions;
- Maintain a variety of records and filing systems pertaining to a library media center;
- Utilize a variety of reference resources guides;
- Type or keyboard at a net corrected speed of 30 words per minute;
- Operate a computer and related equipment;
- Work independently with little direction;
- Communicate effectively in oral and written directions;
- Understand and carry out oral and written directions;
- Plan and organize work;
- Read books and library materials;
- Stand for extended periods of time;
- Bend, kneel or crouch;
- Push and pull carts;
- Reach overhead, above shoulders and horizontally;
- Establish and maintain effective and harmonious working relations with school staff, fellow employees, supervisors and the public.

**Experience:**

- As a librarian or paraprofessional in a library. An equivalent combination of experience and training sufficient to perform the essential job functions and provide the required knowledge and abilities is qualifying;
- Paid or volunteer experience that demonstrates technical, computer and clerical skills.

**Education:**

- Equivalent to the completion of the twelfth grade, supplemented by coursework or training in library clerical and general clerical areas;
- Post-secondary Education – Preferred;
- Pass a rigorous District test related to the field applied.

**WORKING ENVIRONMENT**

While performing the duties of this job, the employee works in a school and/or classroom as needed. The employee's primary responsibility is working with students and staff during the school day. This position may involve frequent interruption and direct contact with staff, students and the public; a high volume of responsibilities that may require working without direct and/or constant supervision; and working in a school environment where the noise level is usually moderate.

## **PHYSICAL AND MENTAL REQUIREMENTS**

The physical and mental requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 40 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- Depending on the work location, this assignment may involve sitting walking, bending, squatting or standing for brief periods. Other locations may be mostly standing moving from computer to computer.
- Perceiving the nature of sound, near and far visual acuity, depth perception, providing oral information, the manual dexterity to operate business related equipment and handle and work with various materials and objects are important aspects of this job.

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Range: 30

Revised: 10/13/08, 6/19/14; 2/18/16; 7/5/16

Approved: 04/2017

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*EQUAL OPPORTUNITY EMPLOYER*

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