



Cirrus Academy Charter School Job Description

Official Title: School Media Clerk

Length of Work Year: 190 days

Summary Description of Classification:

Under direct supervision of the Media Specialist, the purpose of the position is to perform school-based duties associated with the daily operation of the media center. Employees in this classification function at an entry level capacity and perform basic clerical/bookkeeping duties associated with the retrieval of information, stocking and maintenance of materials, and the assisting of patrons. Performs related work as directed including assisting students with technology and good communication skills.

Minimum Qualification Standards

Knowledge, Abilities and Skills:

1. Ability to operate and provide problem solving skills for a variety of media equipment.
2. Requires the ability to exchange information for the purpose of obtaining information or clarifying details. Performs such within well-established policies, procedures and standards.
3. Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
4. Requires the ability to utilize a variety of reference data and information.
5. Requires the ability to perform addition, subtraction, multiplication, and division.
6. Requires ability communicate well. Involves routine work according to clearly prescribed standard practices, with some latitude for independent judgment.
7. Requires the ability to exercise the judgment required in situations characterized by repetitive or short cycle operations covered by set procedures or sequences.

Education, Training and Experience:

1. High school diploma or GED; supplemented by a minimum 2 to 4 months previous experience and/or training involving library work, or any equivalent combination of related education, training and experience which provides the required knowledge, skills and abilities to perform the essential job functions.
2. A strong interest in technology is essential for this position.

Certificate and License Requirements:

Physical Demands: May require lifting of objects, bending and stooping at times.

Special Requirements: Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Paid Overtime (Y/N):

Duties and Responsibilities:

1. Operates computer on a daily basis with reasonable accuracy and speed.
2. Processes incoming media materials.
3. Knowledge of various media materials.
4. Familiar with rules, policies and procedures and responsibilities of position.
5. Repair print and non-print materials.
6. Assists students and staff in use of media center, its materials and equipment.
7. Attends training and other workshops as designated by supervisor.
8. Prepares reports, files and such on a timely and regular basis.
9. Assists in inventory of materials and equipment.
10. Supervises routine activities in the media center in support of the Media Specialist.
11. Re-shelves returned media materials.
12. Plans for and helps organize exhibits, book fairs and other displays in the media center, allowing

the center to represent the many activities of the school.

13. Maintains inventory control, monitoring of bar-coded materials and reconciling any discrepancies.

14. Performs any other related work assigned.

Class Established:

Date(s) Revised: 07/18

Cirrus Academy Charter School will provide reasonable accommodations to qualified individuals with disabilities to allow them to perform the essential functions of the job when such individuals request an accommodation so long as the accommodation does not create an undue financial hardship for the district.