

POSITION DESCRIPTION

TITLE:	Instructional Media Secretary	SUPERVISOR:	Director of PreK/ Elementary Education
DEPARTMENT:	Division of Teaching & Learning	CLASSIFICATION:	Classified

I. Accountability Objectives:

Assists library media coordinator by ordering all resources, managing the budgets, and providing leadership to others.

II. Position Characteristics:

Salary: On schedule

Length of Contract: 12 months

III. Position Relationships:

Reports to: Director of PreK/Elementary Education, Library Media
Coordinator

Coordinates with: Library Media Specialists

IV. Position Qualifications:

A. Required experience and training:

High school diploma, experience with computers

B. Desired experience and training:

1. Experience in a library media center
2. Experience with a library automation software
3. Experience with ordering
4. Experience using Bi-Tech
5. Experience using Excel
6. Excellent keyboarding skills
7. Ability to handle detailed record keeping
8. Ability to solve problems independently
9. Ability to provide leadership

V. Position Responsibilities:

- A. Lead, train, and team with other members of Media Services
- B. Searches for ordering information on the Internet
- C. Provide processing specifications for vendors on book orders
- D. Monitors and keeps log of the item barcode ranges used for book orders
- E. Orders library books for school library media centers, K-12
- F. Orders books for non-library accounts
- G. Orders audiovisual resources for library and non-library accounts, K-12
- H. Orders library supplies once annually for all schools and Media Services dept.
- I. Orders periodical, newspaper, and database subscriptions for all schools plus central office
- J. Orders replacements for elementary textbooks, workbooks, science (FOSS), math, reading, maps, globes, etc.
- K. Checks in orders delivered to the Central Office as needed
- L. Contact vendors to solve problems with orders and invoices
- M. Receives in orders and authorizes invoices for payment in Bi-Tech
- N. Monitors P-Card transactions and posts account numbers monthly
- O. Manages the Common School Fund Accounts for all schools

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- P. Manages Resource Distribution budget and accounts
- Q. Manages Media Services budget and accounts
- R. Sends regular budget balance reports to library media specialists
- S. Interlibrary loan requests
- T. Catalogs items in Horizon library automation system, as needed
- U. Performs other duties as directed

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*New: 12/1988
Revised: 09/2009, 09/2010
Location: R:\Position Descriptions\Classified\Instructional Media Secretary.doc*