



## **JOB DESCRIPTION**

<b>Job Title</b>	Instructional Media Clerk—Central Office
<b>Department</b>	Division of Teaching & Learning
<b>Reports To</b>	Director of Technology
<b>Classification</b>	Classified
<b>Location</b>	Central Office
<b>Salary</b>	On Schedule
<b>Length of Contract</b>	204 Workdays including 20 float days to be time carded as needed before, during or after the school year. + 3 Holidays

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

## **Job Summary**

The Instructional Media Clerk—Central Office is responsible for managing and circulating District IMC resources; updating and maintaining classroom accounts, communicating with teachers and staff regarding district resources; running reports and analyzing data for ordering materials and supplies.

## **Essential Job Functions**

- Manages and maintains the District IMC in an effective and organized manner.
- Facilitates and circulates the District IMC resources.
- Fills requests for elementary instructional materials and professional teacher materials.
- Processes incoming and withdrawn material including barcoding items.
- Maintains and updates elementary classroom curriculum lists and online ordering forms.
- Manages science and math supplies to ensure sufficient inventory and fills requests.
- Updates and maintains database for science and math supplies; analyzes transactions and creates orders based on analysis.
- Instructs teachers and staff on the use of various ordering systems.
- Updates and maintains elementary classroom accounts.
- Monitors the student information system projected enrollment report for distribution of student materials.
- Runs reports and analyzes data to make decisions about materials that are no longer current and up to date; confers with supervisor and/or coordinators for final decisions.
- Monitors and oversees the opening and closing of classrooms and direct the flow of classroom materials between buildings.
- Runs reports and creates spreadsheets for coordinators, teachers and staff.
- Communicates directly with teachers, library media specialist and other staff to solve problems and work on projects.
- Tracks down missing items using the library software program, exporting data, creating

- spreadsheets, and communicating directly with teachers and staff.
- Performs library media functions of checking out/in materials and shelving.

#### **Ancillary Job Functions**

- Sorts mail once a day.
- Performs other related duties as assigned.

**Required Qualifications** – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Post-secondary training or associate degree in IT or related field or proven aptitude with current technology.
- Library Media Center and Information Technology experience.
- Experience with computers and inventory management.
- Completion of recognized training in computer programs to include Microsoft Office, Microsoft Excel, databases, library automation systems and online catalog systems.

**Preferred Qualifications** – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Knowledge of the ECASD elementary curriculum.

**Knowledge, Skills, and Abilities** – May be representative, but not all-inclusive, of those commonly associated with this position.

- Ability to manage large and varied inventory.
- Ability to work independently on a day-to-day basis without direct supervision.
- Ability to multitask and prioritize tasks effectively under pressure.
- Ability to maintain effective communication with District employees.
- Ability to quickly learn computer software.
- Ability to analyze transactions for the purpose of ordering.
- Ability to navigate and use specialized library software program extensively.
- Experience with Microsoft Office, Microsoft Excel, databases, library automation systems and online catalog systems.
- Ability to solve problems independently.
- Ability to handle detailed record keeping.
- Knowledge of the Dewey Decimal System.
- Excellent organizational skills

**Work Environment** – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Requires work in a warehouse-like environment.
- Requires work in the presence of mechanical noise.

**Physical Requirements** – The physical demands described below 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 essential functions.

- Must be able to stand for extended periods of time.

- Must be able to grasp, push, reach, climb/balance and stoop/kneel/crouch.
- Must be able to lift up to 30 pounds.
- Must be able to have repetitive wrist/hand/finger movement to work on computer.