

## Coast Unified School District

### **Title:**

Library Media Clerk I

**Salary Range:** 10

### **Job Summary:**

Maintains library collection of books, periodicals, documents, and other instructional media; assists students and faculty to locate and obtain materials; maintains the school's textbook and AV collection; assists in other school programs as assigned.

### **Qualifications:**

Required:

1. Graduation from high school or equivalent.
2. Type 40 words per minute.
3. Computer literacy.

Desirable:

1. Two years of college with an AA or AS degree.
2. Responsible library experience.
3. Certificate of Proficiency in Library Technology.
4. Knowledge of library terminology and procedures.

### **Essential Functions:**

Planning, organizing and administration of the grammar\_school library program; manage circulation desk; collect fines for overdue/damaged books; instruct pupils and faculty in the use of card catalog, indexes, reference tools; assists the faculty in the instructional improvement program through more efficient utilization of available library resources; creates an effective environment for learning through displays, bulletin boards, and interest centers; informs the faculty of new materials received by the library, provides library supervision. Develop a collection that compliments the curriculum; maintains content for grammar school library webpage; other duties as assigned.

### **Physical Requirements:**

1. Ability to lift 30 pounds.
2. Ability to stoop and bend.
3. Ability to see to read books and media materials.
4. Ability to push and pull library carts.
5. Ability to walk and stand for extended periods of time.

6. Ability to reach horizontally and above the shoulders to shelve and reach books.
7. Dexterity of hands and fingers to operate audio-visual and standard library equipment and computers.
8. Ability to hear and speak to exchange information with students and staff.
9. Ability to communicate using the telephone.
10. Ability to think clearly and rationally to solve problems.

Note: This list of essential functions and of physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.

**Supervision:**

Under the direct supervision of grammar school principal.

Approved: June 30, 2016