

Job Description

Position:

Library Clerk/Media Center Specialist

Job Goal: To support student achievement by providing resources, offering assistance, and maintaining a positive atmosphere in the school library.

General Description:

Under the supervision of the site principal or designee, assumes responsibility for supervision and coordination of school library.

Specific Duties and Responsibilities:

- Supervises and assists students using the library, including media center.
- Maintains and oversees library software program.
- Selects, orders and processes new books for the library.
- Maintains library materials including inventory.
- Assists students with computer use including word processing, accessing the Internet and researching topics related to school assignments.
- Troubleshoots problems with technology in the library and media center obtaining further assistance when necessary.
- Numbers and distributes new textbooks. At the end of the year, textbooks are collected and counted.
- Provides instruction, supervision and evaluation of student assistants.
- Maintains the day to day and overall appearance of the library, including the preparation of bulletin boards and displays.
- Monitors and updates rosters on assessment software.
- Serve as a proctor on state testing.
- Performs other related duties as assigned.

Basic Qualifications:

- High school diploma or equivalent.
- Possession of a valid California Class C driver's license.
- Knowledge of computer software

Required Skills:

- Ability to learn and perform tasks associated with computers and other technology.
- Ability to learn programs such as Google, Google Classroom, and Chromebook OS

Approved 2/27/19- Revised 6/17/21



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- Ability to work effectively with students in a variety of situations.
- Ability to work with a minimum amount of supervision.
- Ability to establish and maintain cooperative working relationships.

Physical Requirements:

Ability to see for purposes of reading policies and printed material. Ability to understand speech at normal levels in person, on the telephone, or on other district communication devices. Ability to communicate so others will be able to understand a normal conversation in person or on the telephone. Ability to operate necessary equipment including computers and computer software with dexterity. Ability to occasionally lift/carry supplies, materials and equipment weighing up to 15 pounds. Ability to demonstrate mental acuity in the performance of job related duties and interactions with students and adults.

Working Conditions:

Public school work environment is subject to sitting at a desk or standing for long periods of time, bending and crouching, kneeling at files, pushing/pulling file drawers, equipment and supplies, reaching in all directions and working at a computer or other standard school equipment. Employees must be able to work in both an indoor and outdoor setting.

Hours:

8 hours per day.

Days:

195 days per year. Holidays, vacations, sick leave, lunch periods and rest breaks will be provided in accordance with the Lakeport Unified Classified Employees' Bargaining Agreement and Ed Code.

Salary:

Range H - Classified Salary Schedule

Evaluation:

Site Principal