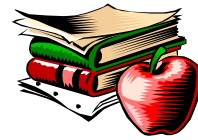




JOB DESCRIPTION

TULARE JOINT UNION HIGH SCHOOL DISTRICT
426 North Blackstone, Tulare, CA 93274



School Media/Textbook Clerk

Revised 7/11

DEFINITION

Under administrative direction, works with the site library media teacher on related duties in the site library system, performs assigned duties and other related duties required toward the support and improvement of student learning; and other related duties as required.

EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS

Library

1. Responsible for the daily functioning and supervision of the school library. E
2. Assist students and teachers as needed. E
3. Responsible for book check-in and out processing. E
4. Maintain proper records. E
5. Input bibliographic information into the automated card catalogues system and/or other modern system. E
6. Maintain circulation, inventorying, shelving, and storing of textbooks and library materials. E
7. Processes library resources for shelf readiness. E
8. Assist in the operation of the audio-visual section in absence of the school audio-visual clerk. E
9. Supervise the use of computers. E
10. Other duties as assigned.

Textbooks

1. Responsible for textbook check-in and out process for students and teachers. E
2. Maintain records on lost and damaged textbooks, library books, other resource materials and other school bills. E
3. Performs minor textbook repairs. E
4. Prepares textbooks for distribution at the beginning of each school year. E
5. Other duties as assigned.

MINIMUM QUALIFICATIONS

Education

High School Diploma or equivalent

Experience

One year of general clerical experience

Experience in library procedures and computers is desired

Licenses and Other Requirements

DOJ and FBI fingerprint clearance

Negative TB test within the last four years

KNOWLEDGE AND ABILITIES

Knowledge of

1. Tulare Joint Union High School District Library Media Plan.
2. Modern library media organization.
3. Standard office methods and equipment.
4. Business letter writing and business forms.
5. Correct English usage, grammar, spelling, punctuation, and vocabulary.
6. Basic computer technology skills, operations, and programs.
7. Use of the internet for research and ordering.

8. Interpersonal skills using tact, patience, and courtesy.
9. Public relations techniques.
10. Oral and written communication skills.

Ability to

1. Perform duties without immediate supervision.
2. Perform clerical work with accuracy and speed.
3. Make mathematical calculations quickly and accurately.
4. Understand and carry out oral and written directions and other related skills necessary in supervision the school library and audio-visual sections.
5. Maintain an accurate inventory and adequate supply of textbooks throughout the school year.
6. Communicate effectively both orally and in writing.
7. Maintain effective and cooperative relationships with teachers, students, administrators, parents, other employees, and the general public.
8. Plan and organize work.
9. Meet schedules and timelines.
10. Work well under pressure.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Environment

1. Indoor office environment subject to frequent interruptions.

Physical Demands

1. Verbal, auditory, and written capabilities to effectively communicate in an articulate manner.
2. Clarity of vision at varying distances.
3. Sitting for extended periods of time.
4. Dexterity of hands and fingers to operate a variety of standard office equipment.
5. Reaching overhead, above the shoulders and horizontally to file and reach for materials, records, and books.
6. Occasional bending and stooping.
7. Carrying, pushing, and lifting materials weighing up to 40 pounds.

SALARY

Salary Range: 7

Work Year: 12 months