

**PLYMOUTH COMMUNITY SCHOOL CORPORATION  
JOB DESCRIPTION**

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**JOB TITLE:** Media Clerk

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**EXEMPT:** No  
**SALARY LEVEL:** Per Classified Policy – Miscellaneous Classified Personnel  
**LOCATION:** Plymouth Community School Corp.  
**REPORTS TO:** Media Specialist and Building Principal  
**LENGTH OF WORK:** 9 months / year

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**JOB GOALS:**

To free the Media Specialist of repetitious duties; assist students in finding materials, work with teachers in setting up research material centers and perform specific functions such as providing an efficient and effective operation of the Media Center.

**ESSENTIAL FUNCTIONS** include the following. Other duties may be assigned.

**SPECIFIC LIBRARY DUTIES:**

1. Check books in and out of the Media Center.
2. Return books to shelves in proper order.
3. Make out overdue slips.
4. Assist Media Specialist in reading shelves for inventory, and assist in taking inventory.
5. Repair books.
6. Keep magazine file up-to-date.
7. Prepare book shipment or audio-visual materials to other schools in the system.
8. Process books and enter MARC data into computer after they have been classified.
9. Arrange bulletin boards and library displays.
10. Be instrumental in assisting the Media Specialist and the Principal in establishing reading incentive program.
11. Check in, inventory and circulate computer materials.

**SPECIFIC AUDIO-VISUAL DUTIES:**

1. Assist teachers and teacher assistant in use of audio-visual equipment.
2. Keep lamp and equipment inventory.
3. Replace lamps, fuses, etc., in equipment.

4. Check in and out equipment as requested by teachers and teacher aides.
5. Operate the VCR/DVD.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

Aides hired after January 8, 2006, must have:

- Completed two (2) years of study at an institution of higher education; or
- Obtained an associate's (or higher) degree; or
- Passed the Para Pro

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of children, parents, or employees of the School Corporation.

**MATHEMATICAL SKILL:**

Ability to add, subtract, multiply, and divide. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**COMPUTER LITERACY**

Ability to use software programs associated with this job.

**OTHER SKILLS and ABILITIES:**

The employee should be able to use the following machines, tools, equipment, and work aids which may be representative, but not all inclusive, of those commonly associated with this type of work: pen, pencil, pointer, projector, public address system, tape recorder, blackboard, chalk, charts, diagrams, examinations, manuals, maps, publications, reference books, textbooks, computers. The employee must maintain a positive relationship with other staff, parents, and students.

**PHYSICAL DEMANDS:**

The physical demands described here 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 the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, sit, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, and taste or smell.

**The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.**

**WORK ENVIRONMENT:**

**The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

**The noise level in the work environment is usually moderate.**

**TERMS OF EMPLOYMENT:**

**Nine months per year. Salary and benefits as per Classified Policy.**

**EVALUATION:**

**An evaluation will be done on the employee's performance after the first thirty days and then on an annual basis.**

*Revised 5/9/06*