



DEER VALLEY

Unified School District

JOB DESCRIPTION

JOB TITLE: **Clerk (Library K6/K8 & MS)**

Position Type: Classified	Department: Curriculum, Instruction & Assessment
Salary Schedule: Classified	Reports to: Library Clerk Supervisor/ Principal
Salary Range: Range 18	
Term of Employment: 10 months	Date: June 29, 2017
Shift: Day	Approved by: Human Resources

POSITION SUMMARY:

Performs a variety of duties related to processing, circulating, organizing, maintaining, repairing and discarding materials. Also services students, staff and the community with accessing instructional materials.

To perform this job successfully, an individual must be able to perform each essential duty 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.

ESSENTIAL FUNCTIONS:

- Assists teachers, students and administrators for the purpose of identifying resource materials for use in the classroom and on the campus.
- Provides assistance to educators in the use of media resources.
- Maintains circulation system(s) for library media resources.
- Processes new library media resources and removes outdated/worn materials as required.
- Provides routine maintenance of resources.
- Maintains media selection/acquisition records and files.
- Maintains records of media resources services and inventory.
- Maintains materials inventory (e.g. hardware, media equipment) for the purpose of ensuring the availability of equipment and related supplies.
- Maintains patron data.
- Orders supplies and equipment for the purpose of ensuring availability as needed.
- Sorts and shelves library materials according to library classification systems (alphabetic, numeric, and alphanumeric).

- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality service to students and staff.
- Directs and conducts inventories to prepare information for collection development and to maintain a current and viable collection.
- Prepares school library media collections for automation.
- Prepares forms, bulletins, and letters pertaining to library media center functions.
- Maintains a clean, orderly and attractive environment; assist in the preparation of displays, etc.
- Participates in scheduled professional development opportunities.
- Demonstrates current technology skills.
- Provides appropriate supervision of students as needed.
- Maintains an open and accessible library media center.
- Performs other duties assigned by the library clerk supervisor and school principal.

MARGINAL DUTIES:

- Other job related duties as assigned by the supervisor.
- Assist other personnel as may be required for the purpose of supporting them in the completion of their work activities.

SUPERVISORY RESPONSIBILITIES:

- None.

SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Ability and desire to provide outstanding customer service.
- Ability to work effectively under time constraints.
- Must be able to comply with District's attendance standards as described in established guidelines.
- Must maintain a well-groomed appearance and follow the DVUSD Dress Code.
- Must be a team player and get along well with others.
- Must be highly organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Handwriting must be legible.
- Must have excellent communication skills.
- Must have excellent memory and ability to function well under stress.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Ability to read and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to write routine reports and correspondence.
- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, discounts and percent and to draw and interpret bar graphs.
- Ability to solve practical problems and deal with a variety of concrete variables in standardized situations.
- Ability to effectively present information in one-on-one and small group situations.
- Interpersonal relation skills required.

- Must have basic knowledge of computers.
- Ability to operate specific equipment or tools.
- Must have basic understanding of curriculum and technology integration.
- Must have the ability to foresee needs and take appropriate action.
- Uses students' needs, interests as a basis for decisions.
- Embraces innovative educational techniques.

CERTIFICATES, LICENSES AND REGISTRATONS REQUIRED:

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.

EDUCATION AND/OR EXPERIENCE:

- High school diploma or general education degree (GED).
- Associate degree preferred.
- Media experience preferred.
- One to three months related experience and/or training.
- Equivalent combination of education and experience.

PHYSICAL DEMANDS:

- Regularly required to stand, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, and talk or hear.
- Must frequently climb or balance, stoop, kneel, crouch or crawl, and taste or smell.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- The employee must occasionally lift and/or move up to 50 pounds.

ENVIRONMENTAL CONDITIONS:

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

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.