

**OAKRIDGE PUBLIC SCHOOLS
MUSKEGON, MICHIGAN 49442**

**INTERNAL/EXTERNAL POSTING
August 17, 2010**

POSITION: HIGH SCHOOL MEDIA CLERK

QUALIFICATIONS:

The knowledge, skills, and abilities below are typically acquired through a combination of experience and education equivalent to a college degree.

- Associates degree (preferred)
1. Strong interpersonal skills. Willingness and ability to work successfully and enthusiastically with faculty and students under the supervision of the building administrator and High School Library Media Specialist.
 2. Computer literate (skills assessment may be requested):
 - a. Knowledge of Microsoft Office and educational software preferred.
 - b. Knowledge of Follett Circulation or other library automation software preferred.
 - c. Knowledge of Accelerated Reader/STAR Reader software applications.
 3. Ability to understand and perform routine library procedures.
 4. Ability to exercise good judgment in evaluating situations and making decisions.
 5. Ability to communicate and follow instructions.
 6. Willingness to keep abreast of changing technologies and to assume new responsibilities required by the introduction of new services and equipment.
 7. Demonstrated ability to work independently.
 8. Good organizational skills.

Physical Demands of Position:

1. Standing, walking, stooping, and kneeling.
2. Lifting and carrying up to 50 pounds.
3. Pushing and pulling objects weighing 60-80 pounds on wheels.
4. Near vision and ability to adjust focus.
5. Ability to pick up and shelve books.

Partial list of Duties and Responsibilities:

1. Responsible for the daily circulation of library materials and their repair.
2. Responsible for the regular dissemination of overdue reports.
3. Assist students and teachers in using the media center and locating materials.
4. Process periodicals received for circulation.
5. Process new items including stamping, labeling, covering, and entering MARC record information on the computer.
6. Responsible for the tracking and distribution of tapes for teacher requested Channel One enrichment tapes.
7. Assist in the supervision of student library aides and volunteers.
8. Responsible for the shelving, straightening and shelf reading of library materials.
9. Responsible for keeping the media center clean and orderly.
10. Share responsibility for the monitoring and discipline of student behavior in the media center. Maintain a positive student climate in the media center.
11. Responsible for the circulation and repair of AV equipment.
12. Assist with the year end inventory of materials.
13. Supervise and provide student assistance as needed for the extended after school period.
14. Assist the LMS with media center scheduling.
15. Process book and Accelerated Reader quiz orders.
16. Administer Accelerated Reader quizzes and/or STAR Reader tests.
17. Provide special library services, such as, but not limited to promotional events like March is Reading Month.
18. Performs other duties as assigned by the LMS or building administrator.

It is the policy of the Oakridge Public School district that no person shall, on the basis of race, color, national origin, creed or ancestry, political belief, sex, disability, religion, age height, weight or marital status be excluded from participation in, denied benefits of, or be subject to discrimination under any program or activity and in employment opportunities.

EXPERIENCE

Two or more years experience working in a library (preferred)

HOURS:

When students are in attendance during school year, maximum of 5.75 hours per day.

DEADLINE FOR APPLYING:

September 8, 2010 at 4:00 p.m.

STARTING DATE:

Immediately upon hire

APPLICATION PROCEDURE:

To be considered as a candidate, you must submit by the deadline and provide a cover letter, resume, university transcripts, and a completed district application to:

Oakridge Public Schools
Human Resources
Administrative Offices
275 S. Wolf Lake Road
Muskegon, Michigan 49442
231.788.7100

Superintendent's Approval

Date