

## JOB DESCRIPTION

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PERRIS SCHOOL DISTRICT

MEDIA CENTER CLERK

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### Definition:

Under supervision of Principal or designee, perform paraprofessional instructional media and clerical duties in a school instructional media center; and to do related work as required.

### Responsibilities:

The job responsibilities fall into four broad areas with specific duties relating to each:

1. Maintains media center collection.
2. Circulates materials.
3. Maintains pleasant, neat and orderly environment.
4. Provides services to support instructional program.

### Qualifications:

1. Knowledge of basic library terminology and practices.
2. Modern office practices and procedures.
3. Correct spelling, punctuation, and grammatical usage.
4. Operation of various office machines and audio-visual equipment, including computers.
5. Ability to process books and materials according to established procedures.
6. Type accurately.
7. Maintain files.
8. Computer simple mathematical problems.
9. Write legibly and keep accurate records.

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10. Establish and maintain cooperative and effective working relations with students, parents and staff.
11. Learn quickly methods used in controlling and motivating students.
12. Ability to perform clerical duties on Macintosh and/or IBM computer and use word processors and desktop publishing software programs.
13. Minimum working two years with elementary age students.
14. California Driver's License.