

## **Media Clerk**

At Twin Peaks, all employees and volunteers work together to fulfill the Twin Peaks Mission Statement. This job description provides structure to the responsibilities and accountabilities for this position; however, Twin Peaks expects to employ professionals who are willing to work beyond job descriptions to create a fulfilling career environment and successful outcomes for our students. Values we hold high include: trustworthiness, honesty, diligence, open communication, fairness, and politeness, and we expect to see these values evidenced in our staff, parents and students.

### **Role Definition:**

The Library Clerk maintains the library and its contents, helping students select appropriate books. The Library Clerk also instructs students and teachers on the proper use of library resources.

### **Responsibilities:**

- Assists elementary students with choosing age appropriate books
- Creates a schedule enabling every elementary class time in the library
- Checks books in/out
- Re-shelves books daily for the purpose of ensuring library materials are available to as many students as possible
- Takes inventory at the end of every school year ensuring all materials are accounted for
- Reorders/orders books and supplies as appropriate
- Makes a record of books that are lost and/or damaged and assigns appropriate fees in Infinite Campus
- Sends home overdue notices
- Creates unique, creative and exciting bulletin boards to generate ongoing interest
- Helps organize the book fair twice a year
- Maintains the Elementary Science Room, Teacher Resource Room and Teacher Curriculum Room
- Performs additional duties as required

### **Education and Experience:**

- High School Diploma, completion of GED or equivalent

Note: This job description is not intended to be an all-inclusive list of duties, responsibilities or qualifications associated with the job. Specific duties may vary and additional duties may be assigned.