

JOB TITLE: MEDIA CENTER SECRETARY - DAYTON MS/HS

REPORTS TO: Building Principal

Job Description: The ultimate goal of the Media Center Secretary is to possess the ability to perform multiple tasks with accuracy and attention to detail, is well-organized, demonstrates flexibility and collaborative teamwork, and provides a welcoming environment for students and staff.

Essential Job Functions:

- Oversee circulation operations including: check outs/ins, overdue notices, and shelf maintenance
- Shelf and file books and other materials
- Annual inventory of media center materials
- Assist students and teachers with information gathering and on-line resources
- Process books, ordering equipment, and keep inventory of supplies
- Repairs damaged books
- Keep the fine list updated
- Create visually appealing bulletin boards and book displays
- Train and supervise student media center aides
- Keep the general appearance of the media center in good order
- Assist students with online programs and other digital resources
- Perform basic troubleshooting on Chromebooks and computers
- Perform clerical and secretarial work such as typing, alphabetizing, and filing
- Meet with families during registration process, process registration forms (new and unenrolling students), and schedule new student orientation & tour with Academic Advisor.
- Create and distribute weekly the MS/HS Bulletin
- Responsible for supervision of students during the school day.
- Manage student behavior for the purpose of providing a safe and optimal learning environment.
- Work with the staff for the purpose of providing an effective school program and addressing the needs of individual students.
- Report incidents (e.g. fights, suspected child abuse, suspected substance abuse, etc.) for the purpose of maintaining personal safety of students and providing a positive environment.
- Adhere to and support board policy, school guidelines, administrative rules and directives.
- Punctuality and job presence.
- Other duties as assigned

Professional Characteristics:

- Reflect on personal performance for continuous improvement and implementation of best practice(s).
- Communicate effectively to build relationships and articulate high expectations with students, parents, and colleagues.
- Demonstrate a love of learning that translates into high expectations for self and each student.

- Contribute unique talents to work collaboratively for the benefit of the entire school community.
- Embrace diversity and value the contributions of each individual.
- Willingness and desire to work as a team
- Willingness to get involved in student interventions
- Demonstrated organizational skills.

Qualifications:

- Required: High School Diploma
- Preferred: Library/media center knowledge
- Preferred: Computer (especially Chromebooks) and typing skills
- Preferred: Prior experience with Apex and/or prior experience with alternative learning environments