



FOLEY PUBLIC SCHOOLS

JOB DESCRIPTION

Job Title: Elementary Media/Special Services Secretary

Revision Date: Summer 2021

Last Classification Review: 10/11/2021

Exempt Status: Non-Exempt

Department: Elementary Media Center

Reports To: Principal

Job Summary:

Under the direction of the Principal, the Elementary Media Secretary is responsible for performing and implementing established media center operations and routines to include circulating media materials; maintaining library records, files, and information in the Follett Destiny System; supervising student behavior within the media center; and ordering books and supplies for the media center. Performs all elementary special education referral and due process meetings coordinating activities with families and case managers; performing recordkeeping, files of all due process, and copies third party billing and medical assistance billing forms for Benton/Sterns Cooperative.

Essential duties outlined below are intended as “*representative*” or “*illustrative*” examples of the level, nature, decision-making and general expectations of positions assigned to this classification. The duties below are not intended to be a comprehensive listing of all duties and tasks performed by the employees assigned to this classification.

Supervisory Responsibilities:

Direct Supervision: None

Indirect Supervision: None

Essential Duties and Responsibilities:

- Implementing established Media Center routines, operations and activities. Performs such duties as:
 - a) Circulates media center materials and resources.
 - b) Shelves new books, returned books or re-shelves materials in their proper location.
 - c) Prepares and enters new media materials into the library’s system.
 - d) Assists students in checking out books and other Media Center materials.
 - e) Weeds out worn or outdated media materials from the collection.
 - a) Maintains a clean and orderly work environment within the Media Center.
 - f) Inventories collections annually.
 - g) Generates overdue notices and fines.
- Supervises student activities in the Media Center. Monitors student behaviors and enforces Media Center rules and consequences.
- Provides and performs administrative support functions for the Media Center such as:
 - a) Orders supplies, print and non-print materials. Prepares purchase orders.
 - b) Catalogs books into the library system.
 - c) Answers department phones, answers questions regarding department operations.

- d) Sets up, coordinates, and makes arrangements for book fairs.
- Maintains and updates all student and library information in the Follett Destiny library system including circulation data, student homeroom, grade level, internet use forms.
- Provides support, assistance and coordination in the scheduling of special education referrals, IEP and due process meetings between families and case managers. Performs duties such as:
 - a) Schedules and coordinates meetings. Complete team meeting notices and sends invites to parents/guardians and special education team members.
 - b) Receives referral requests and coordinates with case managers in scheduling referral meetings.
 - c) Mails due process paperwork to parents/guardians, obtains parental consent and SPED forms within specified timeframes.
 - d) Creates and maintains special education files including all due process paperwork.
 - e) Updates and maintains third party billing files and provides copies of current medical assistance billing forms to Benton Sterns Cooperative.
- Performs other duties of a comparable level or type, as required.

Minimum Qualifications:

Requires a minimum of High School Diploma and 6 months to 1 year of prior clerical or customer service experience and/or a combination of equivalent education and experience to perform the essential duties of the job.

Essential Knowledge And Specialized Subject Knowledge Required To Perform The Essential Functions Of The Job:

- Basic fundamentals of library functions, organization, and routines.
- Basic understanding of due process recordkeeping requirements and guidelines.
- Basic understanding of computer systems and basic understanding of computer operations relevant to library operations and processing and use of specialized circulation and catalog software.
- Organization of resource materials and basic understanding of the Dewey Decimal System.
- Basic office procedures, equipment, and operations.
- Knowledge of how to access and locate library resources.
- Knowledge of office etiquette and public/customer service procedures and routines.
- Knowledge of general building policies and procedures concerning student supervision.
- Familiarity with general office productivity software (e.g., word processing, spreadsheet, presentational software, email programs, apps, etc.) or specialized applications utilized by the District such as Follett Destiny System and SPED Forms.

Essential Skills Necessary To Perform The Work:

- Customer service orientation and skills in assisting, dealing with and applying proper phone etiquette, and informational assistance in dealing with employees, students, and the public.
- Operating and maintaining media center equipment.
- Learning and applying cataloging, circulation, and bibliographic techniques.
- Basic math skills.
- Performing duties under minimal supervision and direction.
- Excellent interpersonal skills with children and adults.
- Excellent verbal and written communication skills.
- Ability to multitask.
- Time management skills.
- Supervising student behavior in accordance with media rules and guidelines.
- Attention to detail and accuracy in maintaining special education and due process files, schedules, and paperwork

within established time parameters.

- Learning and using circulation software system, equipment and any other specialized software utilized in the Media Center.
- Maintaining and updating media center files and records accurately.
- Maintaining the organization and appearance of the Media Center.
- Maintaining department records, files, statistics, and reporting requirements.

Work Environment:

Work is performed typically in a school media center setting. Work environment presents minimal risks or hazards associated with the work.

Physical Job Requirements:

Employee is continuously required to talk and hear and use hands/fingers dexterously; frequently sits; intermittently stands, walks, reaches with hands and arms, stoops, kneels, and crouches in the performance of the job. Exerting up to 25 lbs. pounds of force occasionally and/or a negligible amount of force constantly to lift, carry, push, pull, or otherwise move objects, including the human body.

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head's Signature

Date

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.