

# SILVER VALLEY UNIFIED SCHOOL DISTRICT

## JOB DESCRIPTION

**JOB TITLE:** MULTIMEDIA EDUCATIONAL CLERK  
**REPORTS TO:** ASSISTANT SUPERINTENDENT OF EDUCATIONAL SERVICES  
**RANGE:** 22 25

The job of "Multimedia Educational Clerk" is done for the purpose/s of providing clerical support; maintaining textbook, instructional material, supply and equipment records; and implementing good housekeeping practices to provide proper facility safety.

### Essential Job Functions:

- **Assists** staff in the instructional program for students for the purpose of providing, circulating and processing requested materials.
- **Assists with coordinating and planning professional development.**
- **Maintains** records, inventory and files for the purposes of accurately tracking materials and assuring repairs of equipment, supplies and materials.
- **Revises** the district forms as necessary and maintains the inventory.
- **Maintains** files and records for the purpose of maintaining an appropriate instructional materials textbook inventory, and for tracking lost, damaged or stolen materials and proper billing of sites.
- **Orders and Processes**, under direction, books, equipment and materials for the purpose of maintaining appropriate resources for students and staff.
- **Communicates** with staff through memos, fliers, brochures, etc.
- ~~**Calls** and **secures** substitute teachers for the purpose of maintaining qualified staff in school assignments.~~
- **Operates printing and bindery equipment to fulfill orders for yearly binders, posters, banners, and other special projects.**
- **Manage district website, ESC calendars and social media accounts.**

### Other Job Functions:

- **Trains and Assists** other **Media Tech** library personnel for the purposes of providing support and back up for their job assignments.
- **Assists** with miscellaneous projects as needed.

### Essential Job Requirements - Qualifications:

- **Experience Required:**  
Prior job related experience.
- **Skills, Knowledge and/or Abilities Required:**  
**Skills:** of basic clerical functions; record keeping; correct English usage in both written and verbal form, including spelling, grammar and punctuation; basic math calculations; and must be able to type 45 words per minute.  
**Knowledge:** of multimedia; routine library tasks; modern office methods and practices; and computer database operation.  
**Abilities:** to be a self starter, work independently, understand and carry out oral and written instructions, and to prioritize work load. Significant physical abilities include walking for extended periods; lifting/carrying/pushing/ pulling; stooping/crouching; reaching/handling; talking/hearing ordinary conversations; and near and far visual acuity/depth perception/field of vision.
- **Education Required:**  
High school diploma or equivalent.

### Licenses, Certifications and/or Testing Required:

TB test; fingerprint clearance; basic skills test; and typing test.