

<b>Job Title:</b>	Bookroom/Media Clerk Secondary	<b>Wage/Hour Status</b>	Non-Exempt
<b>Reports to:</b>	Principal/Assistant Principal	<b>Pay Grade:</b>	303
<b>Dept. /School:</b>	Assigned Campus	<b>Date Revised:</b>	November 22, 2024

**Primary Purpose**

Assist the principal in proper distribution of textbooks, instructional aids, and district issued technology/devices, as well as, updating devices and the maintenance of accurate records and inventory.

**Qualifications****Education/Certification**

High School Diploma/GED from an accredited institution of higher education

**Special Knowledge/Skills**

- Passing scores on district's clerical test
- Effective numerical skills and proficient in the use of electronic devices to include computers
- Ability to understand and apply district policies and practices regarding textbooks, district issued technology/devices, supplies, and instructional aids

**Experience**

Two (2) years related experience

**Major Responsibilities and Duties**

1. Maintain accurate count of district assigned technology/devices, textbooks, instructional aids, and supplies.
2. Perform the physical distribution and collection of districts assigned technology/devices, textbooks, instructional aids, and supplies.
3. Maintain accurate records of district assigned technology/devices, textbooks, and other instructional materials distributed to teachers and students.
4. Provide inventories and reports required by the school, district, and state.
5. Maintain orderly bookroom and keep district assigned technology/devices, textbooks, and other instructional materials properly organized for easy access and counting.
6. Initiate and maintain proper documentation including letters, fee schedules, and related documents for lost and/or damaged district assigned technology/devices, textbooks, and other instructional materials.
7. Communicate accordingly with students, parents, administration, and 1:1 Student Device Initiative on lost and/or damaged district assigned technology/devices, textbooks, and other instructional materials.
8. Troubleshoot technology related issues on district issued devices.
9. Support campus quality control checks on district assigned technology/devices, textbooks, and other instructional materials.
10. Monitor the payments for lost and/or damaged district assigned technology/devices, and textbooks.
11. Receive incoming orders.
12. Perform other duties as assigned by supervisor.

**Supervisory Responsibility**

None

**Equipment Used**

Computers, scanning systems, fax machine, copier, calculator, and other office equipment

**Physical and Mental Job Requirements****Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress, works with frequent interruptions. Occasional prolonged and irregular hours. Occasional lifting weight over forty pounds. Prolonged use of computer, repetitive hand motions.

**Terms of Employment**

413051 (MS) 189 days

413052 (HS) 194 days

Hourly rate to be established by the Board of Trustees

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Date: \_\_\_\_\_

Approved: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Date: \_\_\_\_\_

My supervisor has reviewed this job description with me and has provided me a copy

Employee: \_\_\_\_\_  
Date: \_\_\_\_\_

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.