

SEMINOLE COUNTY PUBLIC SCHOOLS

Job Description

SECRETARY, Media Scheduler

QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma.
- One (1) year of experience in clerical or similar position.
- Experience in preparing numerical and narrative reports and maintaining accurate records.
- Experience in applying clerical typing and filing skills to inventory control and scheduling of materials.
- Knowledge of computer applications and technology as related to specific job functions.

REPORTS TO Coordinator of Instructional Resources **SUPERVISES** No supervisory duties

POSITION GOAL

To schedule and maintain the Multi-Media Library's collection of materials at Instructional Resources and to maintain preview records.

PERFORMANCE RESPONSIBILITIES

1. * Maintain databases of instructional materials in the Multi-Media Library.
2. * Develop catalogs of instructional materials available for use by district-and school-based personnel.
3. * Maintain accurate inventory of instructional materials and prepare appropriate paperwork for removal of items, when needed.
4. * Assist both district-and school-based personnel with locating and scheduling needed instructional materials.
5. * Maintain on-line Telephone Reservation System for users.
6. * Print confirmation forms, delivery lists and labels for instructional materials on a daily basis and route them to appropriate district locations.
7. * Maintain daily back-ups of databases.
8. * Maintain preview records of materials being considered for purchase.
9. * Monitor the timely return of instructional materials and serve as liaison with school media specialists for any problems with scheduling and return of instructional materials.
10. * Maintain accurate records of return of preview materials to vendors.
11. * Assist as back-up for the Audio Visual Film (Video) Inspector.
12. Perform other duties as assigned by the Coordinator of Instructional Resources.

**Denotes essential job function/ADA*

TERMS OF EMPLOYMENT

PAY GRADE

District Salary Schedule
C-B \$23,301 - \$41,374
M-12 D-258 H-1935

POSITION CODES

PeopleSoft Position **TBA**
Personnel Category **15**
EEO-5 Line **50**

ADA CODES

2 Light Work
3 A/C/F-I/K-M/O-Q/S-T
4 No adverse conditions

BOARD APPROVED

February 10, 1998