



Park Hill School District

Position Description

POSITION TITLE: Textbook and Media Processor

F.L.S.A. Non-Exempt

TERMS OF EMPLOYMENT: 181 days, 40 hours per week with benefits provided according to the Classified Agreement.

QUALIFICATIONS:

- Good computer skills
- Dependable, punctual and pleasant in dealing with people
- Strong organizational skills
- Ability to lift 40 lbs. to chest height frequently
- Mobility, strength and endurance to move, sort & stack books frequently
- Basic library cataloging skills
- Ability to write Machine Readable Cataloging (MARC) records
- Ability to work with computer-based library systems and electronic resources

REPORTS TO: Coordinator of Media and Instructional Technology Services

ESSENTIAL JOB FUNCTIONS:

1. Process all incoming library/media books for building libraries. Receive and check orders, download MARC records or write MARC records.
2. Finish books with spine labels, ID labels, and barcodes.
3. Box and send books to receiving schools.
4. Supervise and manage the physical processing of textbooks for the school district.
5. Coordinate receiving and distributing of textbook orders for the school district.
6. Create and maintain inventory of all textbooks and support materials for the school district.

Textbook and Media Processor (continued)

7. Work collaboratively with district administrators, district media specialists and school principals on textbook distribution to students.
8. Assist Coordinator of Media and Instructional Technology Services in other duties as assigned.

OTHER JOB FUNCTIONS:

1. Attend meetings and participate in training as required.
2. Recommend new efficiency improvements or technology enhancements.
3. Work on special projects or other duties as assigned to support the work of the department or the district.