



GRANITE SCHOOL DISTRICT
Policy & Practice

TEACHING & LEARNING SERVICES

Elementary Library Media Clerks

A Media Clerk is hired to run library circulation and processing in each school.

- The Media Clerk **should not have instructional duties**, even though he/she may be a certified teacher. The classroom teacher is responsible for teaching the media core curriculum. (A suggestion for instruction time of the media core is 30 minutes per week which should be integrated into other subject areas.)
- Because the Media Clerk is not hired as a certified teacher, he/she is not responsible for the supervision of students. The classroom teacher **must directly supervise** his/her students in the library media center.
- The Media Clerk may read books to students. This is an individual school decision, depending on the time available to the Media Clerk. Teachers, PTA volunteers, or others may also read stories.
- The Media Clerk is paid hourly for library hours, meetings, and trainings within the 180-day traditional school schedule. Any work that falls outside student attendance time must be approved by the District Elementary Library Media Specialist.
- The Media Clerk's daily schedule should include a regular, unpaid 30-minute lunch break.
- Media Clerks should order books and other media resources under the guidance of the District Library Media Specialist and in consultation with the School Library Media Committee. Media Clerks are members of this committee and will prepare pay vouchers and requisitions for their assigned schools.