

## Position Description

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

<b>Job Title:</b>	<b>Elementary Media Specialist</b>
<b>Pay Table:</b>	Support
<b>Pay Grade:</b>	8
<b>FLSA Status:</b>	Non-Exempt
<b>Job Code:</b>	491
<b>Reports to:</b>	School Principal and District Library Media Supervisor

### **JOB SUMMARY**

Under the direction of the School Principal and the District Library Media Supervisor, the Elementary Media Specialist purchases, maintains, circulates, and inventories all media center materials; teaches library skills to students; and assists teachers with media materials and equipment.

### **ESSENTIAL JOB FUNCTIONS**

- Supports teaching of Utah State Library Core Curriculum to seven grade levels during school year.
- Teaches library, research, and library-related computer skills to individuals and groups of students. Conducts staff inservice training on media center policies, procedures, and usage, as required.
- Motivates students to read by reading stories, presenting book reviews, assisting with appropriate level reading selections, etc.
- Assists students and teachers with access and use of media center materials and equipment (e.g., locating desired books and materials, researching topics, use of computer for catalog access and some research).
- Independently monitors, instructs and supervises students in the media center (e.g., establishes behavioral standards, maintains order, answers questions, sets up students in check-out and reading programs as required). May be required to customize lessons for different classes.
- Maintains collection of professional periodicals and books relating to teaching techniques, ideas, aids, etc.
- Creates, updates and maintains computerized and/or manual catalog of library materials. Ensures that various computer automated programs are current (e.g., patron and circulation information, cataloging).
- Checks materials in and out of the media center and maintains the shelves in order. Reshelves books and materials. "Reads" shelves, ensuring that books are in appropriate order.
- Manages and reconciles media center budget and may collect money for lost or damaged books.

- Processes media center records, maintains catalog, prepares schedules, memos, overdue notices, etc.
- Reviews and researches new materials for possible addition to library inventory. Maintains consideration file.
- Selects, evaluates, purchases and processes books, periodicals, audiovisual materials and equipment, library media supplies, and other orders and receipts. Purchases tests and books for automated reading motivation system.
- Processes new books, instructional videos, and other library materials (e.g., stamps, classifies, catalogs, enters bar-codes into computer, labels, covers books, adds tests to automated reading motivation system).
- Inventories media center materials, weeding worn or out-of-date materials from the collection. Maintains equipment inventory and record of equipment issued and sent to repair. Processes records of equipment sent to disposal.
- Repairs damaged materials and maintains or arranges for maintenance of equipment.
- Promotes the media center and its programs (e.g., notes to parents concerning special programs, special reading programs, library weeks).
- Schedules the media center for class times and to accommodate PTA functions, school activities, teacher requests, etc.
- Recruits, trains and supervises student aides and community volunteers. Mentors new librarians.
- Orders, maintains inventory, and checks out specialized science, art, music and math equipment and supplies.
- Serves as member of school technology committee (determining technology expenditures, such as computers, software, etc.). Attends district inservice training and may serve on other school committees.
- Mentors/trains new media center personnel.
- Develops instructional materials aligned with DESK standards.
- Writes grants and oversees funding.
- May maintain webpage.
- May attend faculty meetings as required.
- May create bulletin boards and displays, and may organize and administer reading contests.
- May assist with testing for automated reading motivation system.
- May assist technology in troubleshooting computer problems.
- May process equipment, books, and other orders and receipts.

### **MINIMUM REQUIREMENTS**

- Associate degree with emphasis in library science, English, education, or related field.
- Media endorsement (24 quarter hours) preferred.
- Inservice training through district meetings and workshops encouraged after hiring.
- Six (6) months of related experience.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of children's literature.
- Computer skills and knowledge of word processing.
- Library skills, including research retrieval, cataloging, and knowledge of the Dewey decimal system.

- Understanding of all media center equipment.
- Knowledge of book and equipment repair.
- Public relations and teaching skills.
- Organizational skills.
- Typing and filing skills.
- Ability to use or repair small equipment.
- Ability to accept payment and prepare purchase orders.
- Ability to manage inventory and property.
- Ability to make budget recommendations and manage the department budget.

### **PHYSICAL DEMANDS**

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. The work also requires the following physical abilities in order to perform the essential job functions: balancing, crouching, feeling, fingering, grasping, handling, hearing, kneeling, mental acuity, reaching, speaking, talking, visual acuity and walking.

### **WORKING CONDITIONS**

Employees in this position work in a relatively safe, secure, and stable work environment.

*The Davis School District has the right to revise this position description at any time.*