

LAGUNA BEACH UNIFIED SCHOOL DISTRICT
Job Description: Elementary Media Specialist

BASIC FUNCTION:

Under general supervision of the site administrator, performs functions pertaining to the acquisition, processing, cataloguing, storage, circulation, and recovery of library and reference books, and a variety of other instructional materials and media; to perform a variety of general library media clerical functions at an elementary school site.

ESSENTIAL DUTIES:

- Maintains circulation and distribution records for books, periodicals, instructional materials and technology devices
- Processes new materials, making them ready for checkout
- Assist students and instructional personnel in locating and maintaining materials pertaining to specific subject matter areas
- Monitors student behavior and maintains an appropriate library media center atmosphere
- Lifts, transports, arranges, shelves, boxes, and packages books and instructional materials
- Provides direction and assistance to parent volunteers
- Develop interest center and new collection displays
- Performs minor housekeeping functions in maintaining a neat and orderly media center environment
- Prepares requisitions and orders for books and instructional materials
- Coordinates school-wide book fairs
- Contacts parents and students with damaged materials, including technology devices
- Assists instructional personnel in preparation of research units to effectively use library resources
- Repairs and mends damaged books and other instructional material and processes work orders for technology devices
- Prepares book lists, bibliographies, memoranda, and other similar material
- Performs a variety of clerical functions, including the processing of instructional materials, media and technology, the development of catalogue, the preparation of materials and records concerning obsolete library, instructional materials and media

OTHER REPRESENTATIVE DUTIES:

- Maintains simple cash receipts records
- Regularly inputs data into an automated library collection inventory process, and extract information and reports as necessary
- Keeps current on advancing technology as it supports the curriculum
- Coordinates and promotes reading enrichment programs
- Other related duties as assigned
- Integrates new technology into media center and is responsible to train and teach students and staff as to use

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Modern office methods, practices and procedures, including filing systems
- Correct English usage, spelling, grammar, and punctuation
- Standard library reference sources, books, media, technology and other library related materials
- Student behavior management strategies and techniques
- Basic mathematical concepts
- Library terminology and standard library practices, including knowledge of library media center classification systems

Ability to:

- Perform library media clerical function, including circulation and cataloguing functions
- Maintain a variety of records and filing systems pertaining to library media center
- Utilize a variety of reference resource guides
- Communicate effectively in oral and written form
- Understand and carry out oral and written directions
- Perform general clerical and keyboarding duties of average difficulty
- Maintain orderly student behavior among students using the library
- Use the Dewey decimal classification system
- Use keyboard with accuracy appropriate to assigned tasks
- Provide instruction in operation of library media equipment and safety measures
- Establish and maintain friendly, cooperative and effective working relationships with all persons contacted in the course of work

MINIMUM QUALIFICATIONS:

Experience:

Two years of media and/or clerical experience, preferably including experience in a library or instructional materials center in an educational setting

Education:

Equivalent to the completion of the twelfth grade, supplemented by coursework or training in library science and general clerical areas

Personal Qualities:

- Independent worker
- Maturity and good judgment
- Professional appearance which establishes an appropriate example for students
- Willingness to assume a wide range of responsibilities
- Willingness to learn new skills
- Willingness to continuously improve
- Pleasant interpersonal skills
- Good organizational skills
- Commitment to professional courtesy
- Belief in high standards
- Commitment to professional responsibility
- High intrinsic motivation

WORKING CONDITIONS:

Environment:

- Indoor library or classroom environment
- Moderate noise level

Physical Requirements:

- Ability to bend, crouch, or kneel at files or bookshelves
- Ability to push/pull library media carts
- Ability to climb on step stools and reach in all directions to shelve and retrieve materials
- Ability to see for purposes of observing students, reading resource materials, books, correspondence and other printed matter and the safe operation of equipment
- Ability to understand speech at normal levels in person or on the telephone
- Ability to communicate so others will be able to clearly understand a normal conversation in person or on the telephone
- Ability to operate computer equipment, typewriter, laminating machine, library media equipment and other office machines with dexterity
- Ability to occasionally lift/carry books, supplies and library media equipment weighing up to 35 pounds

Operation of Vehicles, Machinery, and Equipment Requirements:

- Ability to travel to a variety of locations within a reasonable time frame
- Must be able to operate office, multimedia, and computer equipment

Mental and Emotional Requirements:

- Ability to understand and follow oral and written directions
- Ability to work independently with little direction
- Ability to concentrate to meet numerous deadlines
- Ability to establish and maintain effective working relationships with others
- Ability to make independent decisions to respond to numerous requests, deadlines, and to prioritize assignments
- Ability to exchange information
- Ability to monitor student activities
- Ability to learn the procedures, functions and limitations of assigned duties

SPECIAL REQUIREMENTS:

Applicant must successfully pass the skill test administered by the District, and speak, read, and write in English.