

LAGUNA BEACH UNIFIED SCHOOL DISTRICT
Job Description: Middle School Media Specialist

BASIC FUNCTION:

Under general supervision of the site administrator, to perform clerical functions pertaining to the acquisition, processing, cataloging, 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 a secondary school site.

ESSENTIAL DUTIES:

- 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
- Maintains circulation and distribution records for books, periodicals, instructional materials and technology devices
- Contacts parents of students with damaged materials, including 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 student library assistants and parent volunteers
- Develops interest center and new collection displays
- Performs minor housekeeping functions in maintaining a neat and orderly library media center environment
- Prepares requisitions and orders for books and instructional materials
- Assists instructional personnel in preparation of research units to effectively use library resources
- May repair and mend damaged books and other instructional material
- Prepares book lists, bibliographies, memoranda, and other similar material
- Maintains simple cash receipts records
- Inputs data into an automated library collection inventory process, and extract information and reports as necessary
- Prepares technology equipment and room arrangement for library events

OTHER REPRESENTATIVE DUTIES:

- Keeps current on advancing technology as it supports the curriculum
- Integrates new technology into media center and is responsible to train and teach students and staff as to use
- Performs other related duties as required

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
- Train and supervise student assistants
- 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, 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 skills test administered by the District, and speak, read, and write in English.