

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

BASIC FUNCTION:

Under general supervision of a site administrator, performs clerical functions pertaining to the acquisition, processing, distribution, and warehousing of books, and a variety of other instructional materials and media; to perform a variety of general library media clerical functions at a high school.

ESSENTIAL DUTIES:

- Prepares requisitions and orders for books and instructional materials
- Assists in the acquisition of instructional media and material in accordance with student enrollment data and budgetary allocations
- Receives and verifies library media collections, and other instructional material and media shipments
- Inspects shipments for completeness and damage
- Assists students and instructional personnel with the library media center collection, reference works and other related services
- Monitors student behavior and assists in creating an appropriate library center environment
- Arranges displays of new book collections and instructional materials and media
- Assists with the orientation and training of other library media personnel
- Coordinates and leads library media personnel in the performance of a variety of library media functions
- Performs a variety of clerical functions, including the processing of instructional materials, media, and technology, the preparation of materials, and records concerning obsolete instructional materials and media
- Distributes instructional materials in accordance with student enrollment figures
- Maintains a variety of media inventory control records and participates in inventory review processes
- Mends, processes, and shelves damaged and obsolete library collection books and media and prepares work orders for technology equipment
- Assists instructional personnel in preparation of research units to effectively use library resources
- Maintains a positive environment in the library conducive for student collaboration and studying
- Prepares technology equipment and room arrangement for library events

OTHER REPRESENTATIVE DUTIES:

- Attends Department Chair meetings and other meetings, as required.
- Keeps current in technology trends in library services.
- May reclassify publisher pre-classification collection listings in order to simplify the student research process.
- Perform other related duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Modern office practices and procedures, including filing systems.
- Correct English usage, spelling, grammar, punctuation, and mathematical concepts.

- Policies, rules, and regulations pertaining to the acquisition, processing, circulation, and distribution of instructional materials, media, and technology equipment.
- Library terminology and standard library practices, including a thorough working knowledge of library classification systems.
- Student behavior management strategies and techniques.

Ability to:

- Perform library media clerical functions with speed and accuracy
- Prepare and maintain a variety of manual and automated records and files and be able to prepare clear and comprehensive reports
- Effectively assist in the receiving, processing, and circulation of the library collection, instructional materials, media, and technology equipment
- Understand and carry out oral and written directions
- Establish and maintain friendly, cooperative and effective working relationships with all persons contacted in the course of work
- 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

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:

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