

Position: Library Media Specialist

Department: School Site

Reports To: Site/School Administrator

Pay Grade: 11

SUMMARY

Performs a variety of clerical duties which are specific in the library media setting. The position requires basic knowledge of school library techniques, methods, and terminology. Assists students and staff in the selection and use of appropriate materials.

NATURE AND SCOPE

Work is performed under the general direction of site/program administrator. The library media specialist needs to be able to work independently in a self-directed environment and familiarize oneself with the school curriculum goals and activities. Establish frequent and close contact with students and staff.

DISTINGUISHING CHARACTERISTICS

Must be self-directed and able to coordinate, prioritize and organize tasks effectively. Must have the ability to deal tactfully and effectively with the school community. Experience and/or training in library operations is desired. Experience with computers and technology is desired.

ESSENTIAL TYPES DUTIES (Examples)

1. Circulation

- Establish and support district circulation policies
- Monitor and/or help checking materials in and out using an automated system
- Maintain patron ID cards and relevant data
- Print and distribute overdue notices monthly
- Shelve books and other support materials
- Read (organize) shelves on a regular basis to keep books in proper order

2. Ordering and Processing of Library Media Materials

- In collaboration with the site principal, responsible for the selection and purchase of appropriate library/media material
- Prepare orders/purchase orders
- Check in new books and materials using the automated format
- Do any necessary processing tasks
- Provide automated processing information to new vendors
- Track AR and generate quarterly certificates/support AR Reading Program
- Collect funds from students for lost/damaged books. Process necessary paperwork for deposits to office administration. Keep payment records for refunds
- Maintain budget
- (LO Library) Maintain a Spanish/Bilingual section in the library to accommodate the Dual Immersion Program
- Labeling, processing, find barcode in electronic system
- Labeling all books for the Accelerated Reader Program

3. Cataloging

- Import data into automated systems
- Add new titles or additional copies to automated systems
- Create original records when needed
- Redesignate call numbers as needed
- Create and maintain automated curriculum categories as appropriate
- Systematic removal of resources from the library based on selective criteria.
- Remove cards from books to be discarded
- Stamp or write "DISCARD" in the book

Accepting donations, cataloging and shelving within the AR system.

- Offer staff/students discard selections

5. Inventory (Yearly)

- Scan barcodes of materials to verify holdings
- Delete titles no longer present from the automated system
- Check inventory list against automated shelf list annually

6. Patron Services

- Assists students and school community in the selection and use of appropriate material
- Provide access to students and school community
- Coordinates library usage to maximize availability for classroom and individual student

usage

- Assist students with requests
- Work with small groups, read a story, use DVDs as appropriate, assist with research or other projects
- Train volunteers as applicable
- Assist students on computers, i.e.
- Provide assistance to middle school students in technology as needed
- Scheduling of classrooms/groups to utilize library space
- Create activities that promote the love of reading i.e. school site book fairs, author visits
- Maintain Chromebook inventory and textbooks

7. Miscellaneous Tasks

- Assist with the organization and maintenance of audiovisual and ~~other equipment~~ chromebooks
- Construct decorations, bulletin boards, and displays
- Help prepare the library for renovations or room rearrangement
- File publishers' catalogs
- Assist with community access to facilities
- Processing appropriate support materials
- Performs related duties and responsibilities as required to accomplish the objectives of the position
- Keep materials and facilities in a safe and presentable condition

QUALIFICATIONS

Knowledge and Skills: Knowledge of standard library terminology, practices and procedures, modern office practices and operation of office machines, i.e. copier, lettering machines, laminator; Dewey decimal cataloging system; English usage, spelling, punctuation and grammar; computer usage; audiovisual equipment; copyright laws.

Abilities: Ability to perform general clerical library duties; assist others in the use of library facilities; learn electronic checkout system; maintain an orderly environment; establish and maintain cooperative relationships with school personnel, students, parents and the community; maintain regular attendance. Ability to pass basic skills test.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential

functions.

Dexterity of hands and fingers to /operate a computer keyboard. Seeing to read a variety of materials and view a computer monitor. Hearing and speaking to exchange information. Sitting for extended periods of time. Standing for extended periods of time. Lifting, carrying, pushing and pulling heavy objects as assigned by the position. Bending at the waist, kneeling or crouching to shelve and retrieve books. Reaching overhead, above the shoulders and horizontally. The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.