

SUNNYVALE SCHOOL DISTRICT

August 2016

CLASS TITLE: LEARNING RESOURCE CENTER SPECIALIST

BASIC FUNCTION:

Under the direction of a Principal, perform a variety of specialized library duties involved with the selection, acquisition, circulation, maintenance and distribution of books and instructional materials at an assigned school site; assist students and teachers in the selection, location and use of library materials and equipment.

ESSENTIAL DUTIES:

Perform a variety of specialized library duties involved with the selection, acquisition, circulation, maintenance and distribution of books and instructional materials at an assigned school site; compile, prepare and type correspondence, lists, reports, records and a variety of other materials related to library functions.

Coordinate circulation of library materials; check library materials in and out to students and staff using a computerized system and bar codes; shelve returned books and materials; maintain orderliness of shelved materials.

Develop and maintain school site library collection; research, review, select and order new books, periodicals and reference materials according to established guidelines; notify teachers of new books and materials available for use in the classroom; oversee and monitor assigned LRC budgets.

Receive and process new library materials; check orders against invoices, requisitions and purchase orders; prepare materials for introduction into the library materials collection; prepare shelf list cards, type and verify cataloging cards, labels and pockets; affix identification and bar-code labels to materials; input related information into assigned computer database.

Provide general and reference assistance to students and staff; assist students in researching print and software materials for classroom use; assist students and teachers in locating and selecting materials and in the use of computerized indexes; instruct students in proper methods of utilizing the library and reference materials.

Maintain a computerized record of overdue materials and send overdue notices to students and teachers; track the return or payment for lost materials; collect payments for overdue and lost items; maintain appropriate files and records.

Organize and prepare library displays, decorations and bulletin boards; maintain the library in a neat and orderly condition.

Perform inventory on library curricular and instructional materials as required; evaluate and maintain library materials; inspect materials for damage; perform minor repairs to damaged books and library materials; discard books as appropriate; maintain records of lost or damaged books.

Operate a variety of office, library and media equipment, including a computer, fax machine,

overhead projector, VCR, television, typewriter, copier, laminator and other related equipment; order library supplies as necessary according to established procedures.

Communicate with a variety of internal and external contacts regarding library materials, equipment and supplies.

Select and read books aloud to students to promote interest in reading; monitor and maintain acceptable student behavior in the library.

Participate in the coordination of book fairs and other special events in the library.

Provide support to Administrative Assistant I in the opening and closing of school.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Modern library practices, procedures, equipment and terminology.

Children's literature and District curriculum.

Appropriate stories and reading levels of students.

Dewey Decimal system of classification.

Library reference materials and resources.

Record-keeping and report preparation techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Basic copyright laws.

Interpersonal skills using tact, patience and courtesy.

Filing, indexing and inventory procedures.

Basic instructional methods and techniques.

Basic research methods.

Operation of a variety of office, library and media equipment including a computer and assigned software.

ABILITY TO:

Perform a variety of technical and clerical library duties involved with the selection, acquisition, circulation, maintenance and distribution of books and instructional materials.

Assist students and staff in the selection and location of library materials.

Maintain library in a neat and orderly condition.

Operate a variety of office, library and media equipment including a computer and assigned software.

Monitor and maintain acceptable student behavior in the library.

Interpret, explain and apply school and District rules and policies applicable to the library.

Check books and materials in and out of the library.

Develop and maintain school site library collection.

Process and shelve library materials.

Establish and maintain cooperative and effective working relationships with others.

Maintain records, files and lists and prepare reports.

Work independently with little direction.
Plan and organize work.
Type at an acceptable rate of speed.
Complete work with many interruptions.
Understand and follow oral and written instructions.
Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school one year of responsible clerical library experience.

WORKING CONDITIONS:

ENVIRONMENT:

Library environment.
Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information.
Sitting or standing for extended periods of time.
Seeing to read a variety of materials.
Bending at the waist, kneeling or crouching to shelve books.
Reaching overhead, above the shoulders and horizontally to retrieve and shelve books.
Lifting, carrying, pushing and pulling moderately heavy books and carts.
Climbing stepladders.

TERMS OF

EMPLOYMENT:

Salary and terms of employment are described in the Agreement between the Sunnyvale School District and the California School Employees Association.

EVALUATION:

Performance of this job will be evaluated in accordance to Agreement between the Sunnyvale School District and the California School Employees Association.