Library Media Specialist

Purpose Statement

The job of the Library Media Specialist is to serve as a site elementary or middle school librarian performing a variety of library duties including the acquisition, circulation, maintenance and distribution of library books, instructional materials, and non-book media (including District-issued technology devices). The Library Media Specialist assists students and teachers in the selection, location and use of library materials and equipment to support instruction; implements age appropriate programs for students utilizing library resources, and selects appropriate items in support of classroom instruction.

This job reports to the Assigned Administrator

Essential Functions

- Performs a variety of library duties involved in the inventory, acquisition, circulation, maintenance and distribution of library books, instructional materials, and non-book media (including District-issued technology devices) and; processes new books and instructional materials;catalogues books and instructional materials.
- Processes, oversees and distributes textbooks and other instructional materials; collects books and non-book media (including District-issued technology devices) from students; replaces lost or damaged books and non-book media (including any District-issued technology devices); maintains related records; maintains related records of library non book media (including District-issued technology devices;follows District policies and procedures for collection and distribution of non-book media (including District-issued technology devices) and textbooks. Works in collaboration with the Curriculum and Tech Departments.
- Performs a variety of duties related to library circulation; checks books, textbooks and technology devices in and out; inputs student and staff information into an assigned database; follows cataloging procedures; imports book records; updates records as necessary. Acquires, processes, manages and maintains all Literature/Reading Circle books to encourage reading group success.
- Plans, manages and executes class, small group and individual student visits to the library to teach age-appropriate information literacy skills; assists students with identifying age and grade appropriate book selection; enforces the rules of acceptable student behavior. Implements library processes and monitors library usage and assets for the purpose of ensuring a positive learning environment and efficient use of resources.
- Plans, organizes and coordinates literacy-focused events (e.g. Family Reading Night, Author Visits, Summer Library Programs, Reading Challenge Celebrations, weekly RUFF student visits, Book Fairs, etc.) for the purpose of encouraging literacy and instilling in all students a love of reading. Builds and develops relationships with local community organizations (e.g. Truckee Humane Society and local public libraries) for the purpose of promoting library programs.
- Develops and manages the library budget, works with vendors and suppliers, researches and makes appropriate expenditure decisions for the purpose of purchasing supplies, materials and books needed to support library programming.
- Identifies program needs for the purpose of requesting funding/grants and/or support from school administration and parent organizations (e.g. PTO, Excellence in Education) to maintain or enhance literacy programs and the library.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the library.
- Attends related meetings as required.
- May provide support for specific indoor and outdoor student safety site duties.

Job Requirements & Skills

Skills
Skills are required to perform multiple tasks with a potential need to upgrade skills to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: reading, understanding and interpreting a variety of media, including technical information; grant writing; communicating effectively with diverse audiences; adapting to changing work priorities; applying pertinent laws, codes, policies and/or regulations; coordinating activities with classroom teachers, parent groups, outside organizations,etc.; defining and facilitating program goals in line with curricula needs; organizing information and concepts; operating standard office and computer equipment; planning and managing projects; preparing and maintaining accurate records, and using pertinent software applications .

Knowledge
Knowledge is required to perform basic math, including calculations using fractions, percents, and/or ratios; keep records associated with tracking expenditures and maintaining a basic budget; read a variety of complex, multi-step written and oral instructions. Specific knowledge based on competencies required to satisfactorily perform the function of the job include: community resources, materials used in the specific activity/program including library reference materials and resources; library best practices, procedures and terminology including the Dewey Decimal Classification System, library catalog systems, copy cataloging methods and inventory procedures; curriculum, instruction, school literacy goals and media development, codes, policies, and/or regulations; relevant professional standards and practices; age-appropriate materials and activities; and stages of child development. Knowledge of children's and young adult literature; curriculum subject areas and appropriate library access needs for students; classroom management and teaching skills. Interpersonal skills using tact, patience and courtesy; oral and written communication skills, and correct English usage, grammar, spelling and vocabulary.

Ability
Ability is required to schedule activities, meetings and gather, collate, and/or classify data; and use job-related equipment and technology. Flexibility is required to work with a diversity of students and groups in a wide variety of circumstances; work with a variety of data utilizing defined but different processes; and operate equipment using defined methods. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: developing and executing an effective age-appropriate library program in line with established standards and curricula needs; presenting/reading diverse materials and library media, and instructing library users in applicable information literacy skills and content; leading and managing discussions on a wide range of topics; communicating with diverse groups and with persons of varied education and cultural backgrounds; setting priorities; adapting to changing work priorities; dealing with frequent interruptions; meeting deadlines and schedules and working under time constraints; providing leadership and direction; working as part of a team; providing opportunities for the exchange of ideas, maintaining confidentiality; and working with detailed information/data. Complete work with many interruptions and minimum supervision; enforces the rules of acceptable student behavior in the library.

Responsibility
Responsibilities include: working with minimal supervision using both standardized routines and non-standardized procedures; leading, guiding and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units may be required to perform job functions. There is some opportunity to affect the organization's services.

Work Environment
The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing and/or pulling; frequent climbing and balancing; and significant fine finger dexterity. Generally the job requires 50% sitting, 20% walking, 30% standing. The job is performed under a generally hazard free environment.

Experience:
Two years' experience working in a library, instructional setting or related profession.

Certificates & Licenses:
None Specified

Education:
High School Diploma or equivalent

Clearances:
DOJ/FBI Fingerprint Clearance
TB Clearance

Additional Qualifications
Ability to travel to other sites/locations

Supervision
Assigned Administrator

Required Testing
Successful Completion of Pre-Employment Process

Continuing Education/ Training
Training attendance at workshops as appropriate

Salary Grade
Classified Range 16

Work Year
199 days [CLAS6]