

## Library Media Specialist

<b>DEPARTMENT:</b>	Schools	<b>REPORTS TO:</b>	Principal
<b>WORK SCHEDULE:</b>	10 months	<b>COMPENSATION:</b>	<a href="#">Certified Salary Schedule</a>
<b>FULL/PART TIME:</b>	Full time	<b>FLSA STATUS:</b>	Exempt

### Position Description

Instruct staff and students on the effective use of library resources and foster a love of reading. Create academic programming and spaces for inquiry and research. Administer the school library media program.

Task Title	Essential Job Functions	Percent of Time Spent
Instruction & Supervision	<ul style="list-style-type: none"> <li>● Instruct students to be effective users of information for both academic and personal purposes.</li> <li>● Introduce students to various forms of literature and reading materials to inspire students to be lifelong readers and learners.</li> <li>● Plan and implement lessons that follow the KSD library curriculum</li> <li>● Incorporate cross-curricular lessons in cooperation with teachers to enhance classroom academics.</li> <li>● Gather resources for teachers and curricular needs.</li> <li>● Lead staff in training on services, research tools, and resources.</li> <li>● Cultivate a supportive and safe learning environment by tracking attendance, monitoring behavior, and providing social emotional support.</li> </ul>	65%
Library Administration	<ul style="list-style-type: none"> <li>● Manage the daily operation of the library program, including acquisitions, collection development (both print and digital), cataloging, weeding, inventory, book repair, and record keeping. Monitors and notes overdue books.</li> <li>● Assist in developing procedures in collaboration with the other librarians to ensure efficient and cohesive operation and services.</li> <li>● Perform diversity audits and collection analysis to inform purchasing and weeding decisions.</li> <li>● Read children's literature to recommend to students and teachers and/or evaluate them for the District's collection.</li> <li>● Write selection rationales.</li> <li>● Research books using a variety of sources including award lists, library journals, professional reviews, and patron surveys.</li> <li>● Assist with contract negotiation, vendor selection, and purchasing library materials.</li> <li>● Maintain an orderly collection by shelving and organizing books. Create library displays to promote books.</li> <li>● Administers the school library program budget to support program goals.</li> </ul>	25%

Task Title	Essential Job Functions	Percent of Time Spent
	<ul style="list-style-type: none"> <li>● Assist students and staff with accessing digital resources (e.g., ConnectEd, New York Times, EBSCO, World Book, Gale Virtual Reference Library, SORA, and Noodle Tools)</li> </ul>	
Supervision	<ul style="list-style-type: none"> <li>● Coordinate and train library volunteers and teacher assistants who work in the library.</li> <li>● Assist students during passing time as well as assist students who may need help getting from one class to another.</li> </ul>	5%
Meetings and Committees	<ul style="list-style-type: none"> <li>● Participate in committee work and advisory teams.</li> <li>● Coordinate student activities related to literacy (e.g., book clubs, book battle team, celebrations)</li> </ul>	5%

The intent of this job description is to provide a representative description of the types of duties and responsibilities required for this position. Employees may be asked to perform other job-related duties as assigned.

### Supervisory Responsibilities

- **Supervisory Responsibility:** N/A, not responsible for supervising employees
- **Supervisory Activities:** Developing or training, Directing
- **Budget Signing Authority:** No budget signing authority.
- **Decision-making Authority:** Decisions impact a functional area or department

### Qualifications

#### Required

- **Education:** Bachelor's degree in library and information science
- **Certificates, Certifications, or Other Training:** School Library Media certification

#### Preferred

- **Previous Work-Related Experience:** 1-3 years of experience working as a teacher or librarian.

### Knowledge & Skills

#### Knowledge

- **Basic:**
  - Accounting: Accounting principles, practices, and the analysis and reporting of financial data
  - Health Services: Treating and preventing disease, and improving and preserving physical and mental health and well-being.
- **Intermediate:**
  - Administrative: Administrative and office procedures, functions and basic office tasks,
  - Management: Business/management principles involved in strategic planning, resource allocation, leadership, and coordination of people and resources.
  - Safety/Security: Equipment, policies, and procedures for the protection of people, data, property, and the organization.

- Law/government: Relevant local, state, and national laws and government regulations including KSD Board of Education policy. Knowledge of copyright and plagiarism laws.
- **Advanced:**
  - Computers/IT: Electronic equipment, and computer hardware and software, including applications such as a Library Management System (LMS), Schoology, Google Workspace, Vector, Infinite Campus, Learning Ally, and online databases.
  - Knowledge of library operations including ordering, cataloging, processing, and weeding library resources.
- **Expert:**
  - Customer and personal service: Principles and processes for providing customer and personal services.
  - Education/Training: Principles and methods for curriculum and training design, teaching and instruction, and measuring training effects.
  - Knowledge of juvenile literature. Familiarity with popular authors, books, and publications.

### Skills

- **Constantly (More than 5.6 hours or 69% of the day):** Reading comprehension, Speaking, Time management, Instructing, Service orientation,
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Writing, Active learning, Active listening, Critical thinking, Learning strategies, Management of material resources, Coordination, Social perceptiveness, Judgment and decision making,
- **Occasionally (Up to 2.5 hours or 32% of the day):** Monitoring, Management of financial resources, Management of personnel resources, Negotiation, Complex problem solving, Systems evaluation, Operation and control, Troubleshooting
- **Rarely (Less than 1 hour or 12% of the day):** Mathematics, Science, Persuasion, Systems analysis, Equipment maintenance, Equipment selection, Repairing, Technology design

### Working Conditions

#### Physical Demands

- **Constantly (more than 5.6 hours or 69% of the day):** Hearing,
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Sitting, Standing, Walking, Reaching, Color Vision
- **Occasionally (Up to 2.5 hours or 32% of the day):** Crouching/Kneeling, Carrying/Lifting, Finger Dexterity, Repetitive motion, Multi-limb coordination
- **Rarely (Less than 1 hour or 12% of the day):** Crawling, Balancing, Climbing, Pulling/Pushing,

#### Mental and Psychological Demands:

- *Medium demands:* The job requires some mental effort and involves moderate levels of stress (e.g., Occasional need to deal with difficult customers or manage emotions when interacting with others, sometimes work under tight deadlines, limited or no exposure to public criticism, occasionally requires extended periods of concentration on complex tasks).

#### Work Type/Physical Demands

- *Medium work:* Exerting 20-50 pounds of force occasionally, and/or 10-25 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

**Working Environment**

- *Everyday risk and discomfort level:* The environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, residences, or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals. The work area is adequately lighted, heated, and ventilated.

**EEO Statement**

Kirkwood School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, age, disability, or sex, including pregnancy, sexual orientation, and gender identity and other characteristics protected by law.

Last Updated: May 12, 2024