

LAGUNA BEACH UNIFIED SCHOOL DISTRICT
Job Description: Digital Media and Library Specialist

BASIC FUNCTION:

Under the direction of the Assistant Superintendent of Instructional Services, plans, coordinates, organizes, and manages the use of print, digital, and related information technologies and equipment and supervises the operation of the district's library/media centers; collaborates with staff in providing a variety and range of materials to support content area curriculum and the Model Library Standards; challenges students in their research and study, and stimulate an intellectual curiosity and a lifelong love of reading and learning. This position also provides leadership and direction to classified library media specialists.

ESSENTIAL DUTIES:

- Provides instruction and support to staff and students based on and integrated with district objectives and state standards utilizing school library media curriculum, learning resources, print and electronic reference tools, and information literacy processes.
- Collaborates with staff to support information literacy skills that enable students to complete instructional tasks and explore personal interests.
- Provides reading and media activities to develop a critical appreciation of the value of literature and information resources.
- Supports the implementation of curriculum for the district by providing print and digital resources, staff training, and management of digital curriculum to help expand and enhance student learning beyond the textbook.
- Collaborates with staff in the design, production, implementation, and evaluation of instructional units.
- Creates and implements procedures for library media center operations including, but not limited to: planning and evaluation, budgeting, access, student and teacher use, instruction, services, facilities, and collection development (selection, acquisition, cataloging, processing, inventory, and weeding).
- Develops and maintains a diversified library collection of print, non-print, and electronic resources to support curricular needs, the development of student literacy, and the interests of students, using up-to-date review sources and selection practices.
- Coordinates and evaluates the selection and ongoing licensing processes of digital resources for schools in conjunction with the Chief Technology Officer and site administrator.
- Provides information and instruction in areas of information literacy, data and information visualization, the research cycle, acceptable use policies, digital citizenship, ethics, intellectual property and copyright, and use of educational technologies.

- In collaboration with administration and staff, manages the selection, purchase, processing, distribution, and inventory of books, non-printed materials, textbooks, and technology to meet the changing needs of the instructional program.
- Researches, previews, and evaluates media materials in accordance with State curricular frameworks, legislative mandates, cultural priorities, and the needs of the district.
- Collaborates with staff to design, plan and develop media center and classroom learning units related to the curricular needs of students.
- Collaborates with classroom teachers in the preparation, presentation, and evaluation of units or assignments that utilize information resources.
- Plans, supports, and ensures the implementation of digital citizenship, data literacy, and the Model School Library Standards for kindergarten through twelfth grade.
- Assists staff and students with strategies for intellectual access to information and ideas for learning (finding, judging, and using information) that they can use with and beyond school settings.
- Models instructional strategies and coaches staff members in the integration of information literacy strategies and technology with curriculum.
- Provides a wide range and variety of learning resources that meet the specific goals and objectives of the instructional program and the changing needs and interests of students and staff.
- Provides information services, resources, and staff development to assist staff in their knowledge and educational trends, development, techniques, research, and experimentation.
- Trains and directs library support staff and volunteers in the performance of their duties.
- Promotes media services throughout the district and community.
- Expands educational outreach to students and their families in the safe and ethical use of information technologies.

OTHER REPRESENTATIVE DUTIES:

- Participate in professional growth opportunities including conferences and workshops, district in-services, and curriculum meetings.
- Keeps abreast of current developments and research through professional associations, study and research.
- Participates on district-wide school technology committees and/or the leadership committee and other curriculum committees.
- Perform other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Principles, theories, methods, techniques, and strategies pertaining to teaching and instruction of TK-12;

- Information access and delivery;
- Appropriate technology for library administration and all phases of library management;
- Academic, social, and behavioral characteristics of students;
- Educational curriculum and instructional goals and objectives, and educational trends and research findings pertaining to comprehensive educational programming;
- Motivation of students, behavior management and behavior shaping;
- Strategies, techniques and methods, and conflict resolution procedures.

Ability to:

- Plan, organize, develop, and conduct a comprehensive instructional program for students in library;
- Find information, analyze and problem-solve to support research and encourage users to become skilled creators of information and ideas;
- Provide leadership, instruction, and consulting assistance in the use of literature, leading edge instruction and information technology sciences;
- Provide appropriate and effective learning experiences for students from a wide range of backgrounds;
- Effectively assess the instructional and educational needs of students, and design, develop, and implement sound instructional and educational programs;
- Provide a motivating and stimulating learning environment;
- Perform research and development activities pertaining to curriculum and instructional programs and innovative and creative pilot projects designed to enhance student educational opportunities and experiences;
- Communicate effectively in oral and written form, clearly and persuasively;
- Establish and maintain cooperative and effective working relationships with staff and students;
- Organize, evaluate and analyze data and plan actions based on the data collected;
- Build and develop community partnerships;
- Successfully handle multiple projects concurrently;
- Work as a team member;
- Conduct staff development;
- Meet schedules and timelines.

Personal Qualities:

Appearance, grooming and personality which establish a desirable example for pupils and peers. Ability to meet District standards for physical or mental health.

Above average recommendations from supervisors or other professionals who have observed the personal characteristics, scholastic attainment, and performance of the individual, including the qualities listed below:

- Independent worker

- Maturity and good judgment
- Neat and clean appearance
- Willingness to assume a wide range of responsibilities
- Willingness to learn new skills and information
- Willingness to continuously improve
- Pleasant interpersonal skills
- Good organizational skills
- Ability to work within short timelines
- Commitment to professional courtesy
- Commitment to high standards
- Commitment to professional responsibility
- High intrinsic motivation

MINIMUM QUALIFICATIONS:

Education/ Experience:

Master's Degree, including all courses needed to meet credential requirements; two or more years of experience in school library and media services preferred.

Certification/Licenses Required:

- California Library Media Services Credential
- Valid California Motor Vehicle Operator's License

WORKING CONDITIONS:

Environment:

- Indoor office and classroom environment.
- Moderate to loud noise levels.
- Constant interruptions.

Physical Requirements:

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. While performing the duties of this job, the employee is required to demonstrate:

- Ability to frequently sit; stand; walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
- Ability to occasionally lift and/or move up to 25 pounds without assistance.
- Specific vision abilities including close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus for purposes of reading documents, spreadsheets, diagrams, labels, and other printed matter.
- Ability to communicate, hear, and understand speech at typical levels in person and on the telephone.
- Ability to climb stairs.

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 learn the procedures, functions and limitations of assigned duties.

Work Year: 197 days

Salary Range: Certificated Nurse Salary Schedule (8 hours/day)