Oak Grove School District

Position Description

TITLE: Multi-Media Library and Curriculum Specialist
REPORTS TO: Coordinator - Curriculum, Instruction, and Assessment
DEPARTMENT: Educational Services Division **Classification: Classified**
WORK YEAR: 195 Days (Calendar E) **SALARY: CSEA, Range 23**
BOARD APPROVAL: August 20, 2026 **TERM: On-going**

SUMMARY DEFINITION:

The position of Multi-Media Library and Curriculum Specialist is to provide support to Library Clerks for a quality library. To perform a wide variety of clerical, typing, record keeping, and routine administrative functions including processing and distributing library and curriculum materials/books to District schools and maintaining related records as required. Employees in this classification receive general supervision from a program administrator or his/her designate within a well-defined framework of policies and procedures. This job class exercises responsibility for the acquisition, cataloging, distribution, and inventory of curriculum and library books and the successful coordination of a variety of tasks and details from the initiation of a relevant procedure to its completion.

REPRESENTATIVE DUTIES:

- Coordinates the receipt, inventory, storage, and distribution of district curriculum, instructional materials, and supplemental resources to school sites.
- Maintains accurate inventory records for curriculum and library books/materials, instructional resources, and related supplies using district inventory systems and databases.
- Processes purchase orders for curriculum and library materials.
- Reviews, processes, and fulfills school site requests for curriculum materials, instructional resources, and replacement items in accordance with district procedures.

- Supports the coordination of curriculum orders with vendors, publishers, warehouse staff, and district departments to ensure timely delivery and distribution of instructional materials.
- Monitors inventory levels of curriculum and instructional materials and recommends reorders to maintain adequate stock.
- Processes and catalogs all library books for distribution to elementary and intermediate libraries
- Reviews outgoing and incoming orders, checking against purchase requisitions, including verification of calculations.
- Checks each school's automated/online catalog, merging records when necessary
- Provides library clerks with technical software support for automated/online library system
- Communicates with Information Systems Department concerning library software issues and hardware issues as needed
- Prepares library clerks and substitutes in the proper library methods, techniques, and automated/online software programs
- Provides assistance in facilitating library clerk meetings
- Orders, stores, and issues supplies and materials pertinent to Library Services; inventorying stock on hand periodically
- Processes donations of gift books according to District procedures
- Serves as the initial point of contact for the library staff and library programs for library-related technology support calls
- Maintains accuracy of databases related to identifying and merging duplicate library records throughout the District
- Assists in the development of the selection process plan for library books to be acquired throughout the District
- Assists program manager or his/her designate in working with vendors related to Library Management software, book purchases, replacement and duplication of books, binding guarantees, etc., including leading the purchasing process with vendors to secure discounts, refunds and rebates to benefit the District's library program
- Organizes the annual California Department of Education Library Survey, including reviewing and assisting Library Clerks to complete the process and all necessary follow-up
- Manages the barcoding process for the District's libraries, including the implementation of unique barcode numbers
- Develops the Young Adult book list and processes requests from Intermediate Clerks and submissions to Librarian of Record. Adds Librarian's recommendations to the master list for distribution to Intermediate Clerks
- Assists the Information Systems Department in reconciling access levels and log-in credentials for Destiny Library Manager and Follett Remote desktop shortcuts after all Microsoft upgrades occur
- Assists with the pulling of materials throughout the District, including

the culling of materials within book collections, as needed
- Collaborates with community non-profit groups on behalf of the library program, including managing all aspects of non-profit donations to the library program
- Researches challenged books; consults with Librarian of Record, forwards recommendations to ESD Administrator with completed Reconsideration Form
- Coordinates book donations, letter requests, and processes requests appropriately
- Performs related duties as required

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications listed in this document are the minimum qualifications required in order to successfully be considered and hired for the position.

KNOWLEDGE OF:

- Knowledge of proper record keeping methods and techniques
- Knowledge of proper inventory methods and procedures
- Knowledge and skill to safely utilize standard office equipment and computers
- Knowledge of the school library and the organizational skills to maintain it

ABILITY TO:

- Skill to perform basic mathematical skills including addition, subtraction, multiplication, and division
- Skill to communicate effectively in both oral and written forms
- Skill to understand and carry out both oral and written instructions in an independent manner
- Skill to learn standard library terminology and methods including the Dewey Decimal System
- Skill to type accurately at a rate required for successful job performance
- Skill to maintain inventory, work records, automated/online catalog, and files
- Skill to establish and maintain effective work relationships with those contacted in the performance of required duties
- Skill to make decisions and take appropriate actions regarding routine procedural matters without immediate supervision
- Skills to operate a wide variety of audio-visual standard office equipment and use basic computer applications, including experience with educational software and internet applications.

- Coursework in library technical courses or related fields desirable
- Hold a valid California Driver's License
- Significant physical abilities include reaching/handling/fingering, talking/hearing conversations, visual acuity/depth perception/visual accommodation
- Meet state and District standards of professional conduct as outlined in Board Policy.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and the work environment characteristics described here are representative of those that an employee encounters while performing the essential function of this job and must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL ABILITIES:

- Dexterity of hand and fingers to operate various standard office equipment
- Lifting heavy objectS weighing up to 25 pounds
- Standing for extended periods of time
- Reaching overhead, above the shoulders and horizontally; and bending at the waist
- The employee is frequently required to sit and occasionally required to stand and walk
- Frequently is required to use hands to write, finger, handle or feel objects, tools, or controls.
- Mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Ability to meet the physical requirements necessary to safely and effectively perform the required duties.

WORKING CONDITIONS:

- Indoor work environment which may include exposure to dust, molds, and mildew
- Exposure to glue fumes and cleaning solvents as well as solvent-based inks, tapes, and solutions
- Noise level in the work environment is usually low.

OTHER QUALIFICATIONS:

Our organization requires a successful candidate to undergo fingerprinting clearance, provide proof of TB clearance, provide us with employment eligibility, and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act. All new employees will be required to complete mandated training and certifications required by state law and District regulations related to employment in a school setting. Inquiries regarding compliance procedures may be directed to our Human Resources Division.

We are dedicated to fostering a diverse, inclusive, and equitable workplace where all individuals are respected, valued, and empowered to contribute their unique perspectives and talents. Our organization is committed to providing equal employment opportunities to all employees and applicants for employment without regard to race, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, veteran status, or any other characteristic protected by applicable federal, state, or local law.

Our organization is a Drug and Tobacco-Free Workplace.