

**PATHWAYS TO COLLEGE K-8
JOB DESCRIPTION**

TITLE:	Library Media Specialist
CATEGORY:	Classified Non-Exempt
REPORT TO (BY TITLE):	Executive Director/Principal
SALARY RANGE:	11
SALARY SCHEDULE:	Classified Contract
WORK YEAR:	10 Months

POSITION DESCRIPTION

Under supervision, performs a wide variety of duties in the site of operation of a school library; receives, distributes, collects, and maintains records on all site textbooks, library books and audio-visual equipment; coordinates and monitors library budgets; promotes literacy programs.

Class Characteristics:

Library Media Specialist will perform library work and technical duties of moderate difficulty. Library Media Specialist receive direct to general supervision within a standard framework of policies and procedures.

DUTIES AND RESPONSIBILITIES (ESSENTIAL JOB FUNCTIONS)

Duties may include, but are not limited to the following:

1. Instruct and assist students and staff in the use of the card catalog, search computer terminals, basic and electronic reference sources and in finding materials.
2. Shelve, file, and repair library books, magazines and materials.
3. Generate and distribute overdue notices and records payments as required.
4. Promote reading through book talks, classroom visits, readings, storytelling, and reading incentive programs.
5. Maintain the card catalog and/or search computer program.
6. Supervise students, maintains order in the library and schedules classes.
7. Train and direct library helpers in proper shelving and library circulation procedures.
8. Type, file and perform related library clerical and maintenance work.
9. Work with Executive Director/Principal to maintain library budgets.
10. Prepare regular and periodic reports.
11. Receive, count, inspect and account for library materials delivered on purchase orders.
12. Help students with assigned projects.
13. Prepare library displays.
14. Operate and assist others with the operation of audio-visual equipment.
15. Issue and collect all textbooks.

16. Determine and compile the number of textbooks to be ordered and submits proper forms for approval and ordering.
17. Research and recommend new library books and materials for purchase.
18. Receive, process, circulate and stores educational media, materials and equipment.
19. Provide a faculty reference service to include new books, journals, periodicals, films or other audio-visual aids.
20. Operate library system computer terminal and related software and equipment.
21. Attend conferences, meetings and workshops as required.
22. Maintain collection materials and recommends the disposition of outdated or sensitive materials.
- 23.** Perform related duties consistent with the scope and intent of the position.

JOB REQUIREMENTS

Knowledge of:

- Basic library methods, practices and terminology
- Use of the library card catalog and basic reference sources
- English usage, spelling, grammar and punctuation

Ability to:

- Operate computer terminal and related equipment.
- Assist students with the use of a library.
- Keep a wide variety of records in connection with a school library.
- Perform general clerical work of above average difficulty and a wide variety of library duties.
- Maintain discipline and order among students using the library.
- Understand and carry out oral and written directions.
- Develop and maintain cooperative relationships with those contacted during the course of work.

Physical Requirements:

- Fine manual dexterity to operate common office equipment and appliances
- Working at a desk and meetings of various configurations
- Sitting and standing for extended periods of time
- Reading printed matter and computer screens
- Talking and hearing and understanding speech at reasonable volume
- Bending, twisting, stooping and reaching
- Near and far visual acuity/depth perception/color vision/field of vision
- Ability to push and/or pull up to 70 pounds

MINIMUM QUALIFICATIONS

Education:

Must demonstrate Highly Qualified status using the following education requirements

- Possession of a High School Diploma or equivalent AND any one of the following:
- Completion of two (2) years of higher education study (48 semester units or 72 quarter units)

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Board Approved: