



Job Description

Title: Library Media Specialist	FLSA Status: Non-Exempt	Months: 10
Supervisor: Principal	Supervises: N/A	Range: 19
Department: Library Media	Bargaining Unit: Classified	Approved:12/19/2019

JOB SUMMARY:

Under the direction of the Principal, perform a variety of technical library duties in the acquisition, circulation, maintenance and distribution of books and instructional materials at multiple assigned middle school sites; assist students and teachers in the selection, location and use of library materials and equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform a variety of technical library duties in the acquisition, circulation, maintenance and distribution of library books, periodicals and materials at multiple assigned middle school sites; process new library books and instructional materials; oversee the cataloguing of books and instructional materials; assist with various aspects of site textbook distribution and collection.
- Assist students and teachers in the selection, location and use of library materials and equipment; respond to inquiries and provide information to students and teachers; assist students in researching instructional materials for classroom use.
- Circulate library materials; check library materials in and out to students and staff using an assigned computerized system; shelve returned books and materials; repair damaged books.
- Collaborate with staff in the development of the Media Center schedule and help to encourage Media Center use; provide instruction to staff on the use of audio-visual equipment as assigned.
- Process and receive library materials and equipment orders; prepare materials for introduction into the library materials collection; prepare labels; affix identification, security devices, book jackets and bar-code labels to materials; input related information into assigned computer system.
- Promote the use of the library to faculty and students; assist students with age-appropriate reading as required; instruct students on using the card catalogue and computer software systems; monitor student behavior and provide assistance as needed.
- Perform various clerical duties related to assigned activities such as compiling and duplicating materials, preparing lists and correspondence, answering telephone calls and processing forms and applications.
- Instruct students in proper methods of utilizing library and reference materials; monitor and maintain acceptable student behavior in the library.
- Assist students with utilizing computers and tablets; oversee computer use by students and ensure computers are maintained in working order; advise appropriate staff of needed repairs.
- Monitor inventory levels and assist in the selection of textbooks, instructional materials and other library supplies; make recommendations for purchases as assigned.
- Inspect materials for damage; perform minor repairs to damaged books and library materials; arrange for repairs as needed.
- Prepare and maintain a variety of records related to assigned activities; establish and maintain filing systems.
- Operate a variety of office and library equipment including a printer, computer and assigned software.
- Communicate with students, personnel and outside agencies to exchange information and resolve issues or concerns.

OTHER DUTIES:

- Perform related duties as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Functions, operations and maintenance of middle school libraries.
- Library practices, procedures, reference materials and terminology.
- Operation of a computer and data entry and retrieval techniques.
- Library cataloging and classification.
- Filing, indexing and inventory procedures.
- Record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Modern office practices, procedures and equipment.

Skills/Ability to:

- Perform a variety of technical library duties in the acquisition, circulation, maintenance and distribution of books and instructional materials at assigned middle school sites.
- Assist students and teachers in the selection, location and use of library materials and equipment.
- Organize, distribute and store library, textbooks and audio-visual materials.
- Provide general and reference assistance to students and teachers.
- Learn curriculum, reading levels and appropriate reference materials.
- Monitor and maintain acceptable student behavior in the library.
- Process and shelve library materials.
- Inventory, order, receive and assist in the selection of instructional materials and equipment.
- Operation of a computer and assigned software.
- Maintain files and records.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Complete work with many interruptions.
- Understand and follow oral and written instructions.

Education and Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

- Graduation from high school or equivalent GED supplemented by college-level coursework in Library Technology.
- Two years of library media experience.

Licenses, Certifications and other Requirements:

- Valid Certificate of Proficiency in Library Technology from an accredited Community College.
- Requirements specified under Every Student Succeeds Act (ESSA). Special qualifications supported by Title I funds include:
 - Completed at least two years of study at an institution of higher education or,
 - Obtained an associate's or higher degree (college level) or,
 - Met a rigorous standard of quality and can demonstrate, through a formal State or local academic assessment, knowledge of, and the ability to assist in instructing, reading, writing and mathematics.

WORKING CONDITIONS:

Work Environment:

Library Media Specialist

- Indoor/Library environment.

Physical Demands:

- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials and monitor student behavior.
- Hearing and speaking to exchange information.
- Sitting or standing for extended periods of time.
- Lifting, carrying, pushing and pulling moderately heavy books and library carts.
- Bending at the waist, kneeling or crouching.
- Reaching overhead, above the shoulders and horizontally.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.