

**Job Title: LIBRARY MEDIA SPECIALIST**

**Definition:**

Under immediate supervision of site administrator, performs duties incident to the operation and maintenance of the school library and assists users in the use of library materials. With support of certificated personnel, works directly with students in the classroom as well as the library.

**Distinguishing Characteristics:**

This classification is distinguished from other positions in that this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

**Essential Job Duties:**

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Assists in the education of literacy, research skills and digital citizenship.
2. Familiar with children's literature and makes appropriate recommendations to students.
3. Perform simple troubleshooting on library computers.
4. Responsible for maintaining automated library systems.
5. Attend district trainings as assigned.
6. Assist students in utilizing current technologies for research and learning.
7. Assists users of the library in the use of reference materials, etc.
8. Obtains books for reserve on teacher requests and other materials.
9. Collects fees for lost or damaged materials where applicable.
10. Coordinates with teachers in presenting materials and information to students as a reinforcement of curriculum being taught in classroom.
11. Works with students in the library or classroom to support core, intervention or enrichment program.
12. Surveys teachers and students to determine specific library needs.
13. Responsible for library materials and effective methods for monitoring usage.
14. Maintains files and other library functions.
15. Repairs damaged library books and textbooks.
16. Performs annual inventory and maintains current inventory.
17. Oversees the general neatness and attractiveness of the library.
18. Prepares missing book lists and lists of books to be discarded.
19. Requisitions materials and supplies and processes new materials.
20. Coordinates library schedule.
21. Process, distribute and inventory textbooks and materials.
22. Performs related duties as assigned.

**Minimum Knowledge, Skill, and Ability:**

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**Knowledge of:**

- Dewey Decimal System
- Appropriate techniques in interacting successfully with staff, students and community
- Correct English usage, spelling, grammar, and punctuation
- Current office methods, systems and equipment
- Current library procedures/Library Congress standards
- Working knowledge of Microsoft office programs

**Skill and Ability to:**

- Understand and interpret instructions and directives
- Present and discuss materials to classes of students
- Assist in the selection of appropriate materials
- Give guidance to students
- Arrange book displays and exhibits
- Use and explain library tools, forms, and files
- Keyboard neatly and accurately at least 30 wpm on a five-minute test
- Maintain professional confidentiality
- Work harmoniously with school and district personnel, parents, and students
- Use of current technology to support student research and learning including but not limited to computer and tablets

**Training and Experience:**

Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be: high school diploma or equivalent and one year recent experience in a comparable position or successful completion of a recent one semester library training class and experience working with computers.

**Physical Requirements and Working Conditions:**

- Require vision which may be corrected to read small print.
- Require the mobility to stand, stoop, reach, and bend. Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Lower body mobility may not be required.
- Perform lifting, pushing and/or pulling which does not exceed 50 pounds.
- Subject to inside environmental conditions.
- May be required to work at a computer terminal for prolonged periods.
- May be required to attend periodic evening meetings and/or travel within and out of District boundaries to attend meetings.
- May be required to take and pass a physical examination.

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- Will be required to have live scan fingerprinting completed and cleared prior to beginning work.

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**PHYSICAL REQUIREMENT INFORMATION**

<b>Physical Demands:</b>	<b>HPD = Hrs. Per Day</b>		
	Rarely (0 – 1.5 HPD)	Occasionally (1.5-3 HPD)	Frequently (3 – 6 HPD)
Sitting			X
Standing	X		
Walking		X	
Bending (neck)			X
Bending (waist)		X	
Kneeling	X		
Reaching		X	
Stooping		X	
Crawling	X		
Twisting (back & neck)	X		
Climbing	X		
Pushing/Pulling		X	

		<b>Lifting</b>			<b>Carrying</b>	
	Rarely (0 – 1.5HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)	Rarely (0 – 1.5HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
0 – 10 lbs.		X			X	
11 – 25 lbs.	X			X		
26 – 50 lbs.	X			X		
51 – 75 lbs.	X			X		

<b>Mental Demands:</b>	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Problem Solve	X		
Make Decisions	X		
Supervise			X
Interpret Data	X		
Organize			X
Write	X		
Plan	X		

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Multi-Task			X
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<b>Equipment Use:</b>	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Telephone		X	
Copier	X		
Computer			X
FAX Machine	X		
Radio	X		