



Librarian/Media Specialist

Job Overview

The job of Librarian/Media Specialist was established for the purpose/s of providing support to the instructional program with specific responsibilities for performing functions related to collection, processing, circulation, maintenance, selecting, ordering and inventory of library/media materials and/or textbooks, documenting losses and monitoring procedures; implementing age appropriate programs for students utilizing library resources; selecting appropriate items in support of classroom instruction; and instructing students on the proper use of the library resource.

This job reports to the Principal.

Job Functions

- Assists teachers, students, and administrators for the purpose of identifying resource materials for use in classroom and/or class assignments.
- Conducts classes and/or activities in a variety of grade appropriate formats in accordance with lesson plans (e.g. reading, storytelling, puppet plays, contests, etc. at the) for the purpose of promoting the use and enjoyment of literature.
- Coordinates request of individuals and/or sites (e.g. technical support, equipment requirements, etc.) for the purpose of ensuring availability of audio visual and media equipment for instructional use.
- Evaluates books and/or periodicals for retention within collection (e.g. repairing damaged books, recommending retirement of books and/or periodicals) for the purpose of ensuring the availability of current and serviceable books, media, and other library materials.
- Evaluates media equipment for the purpose of making or ordering repairs, providing technical support, diagnosing malfunctions and/or recommending acquisitions.
- Maintains materials inventory (e.g. library books, library hardware/software, media equipment and related instructional materials, etc.) for the purpose of providing an up-to-date reference and ensuring the availability of materials when required.
- Monitors student activities and behavior for the purpose of maintaining a safe environment conducive to learning.
- Operates a variety of media production equipment and systems (e.g. program channel, computers, projectors, smart boards, video tape, edit media, duplicate media, etc.) for the purpose of providing media production services.
- Oversees student aides and/or volunteers for the purpose of providing orientation, training, and ensuring assignments are completed.
- Participates in unit meetings, in-service training, professional learning communities, workshops, etc. for the purpose of conveying and/or gathering information required to perform functions and improving student achievement.
- Performs routine maintenance and operating checks on media equipment for the purpose of ensuring availability of equipment for school site use.
- Prepares manual and electronic documents and reports (e.g. collection statistics, scheduling reports/requests, renewal information, overdue lists, textbook orders, fines, costs, etc.) for the purpose of providing documentation and information to others.
- Processes library books, periodicals, software, and related media materials (e.g. logging into master files; barcoding, shelving, producing required reports, etc.) for the purpose of providing students and staff with required materials. Supervises library assistant in this task.
- Processes new student library cards and gives notices of missing, damaged, or overdue books, media, and materials for the purpose of providing and/or maintaining access to library resources and securing reimbursement for loses.
- Repairs books and materials for the purpose of ensuring the availability of books and library materials.
- Responds to inquiries of students, staff, parents (e.g. availability of books, finding appropriate reference documents, status of overdue fines, etc.) for the purpose of providing information and/or direction as required.



- Supervises circulation activities (e.g. item check-in and check-out, prepare circulation count, lists of overdue items) for the purpose of controlling the use, location, and availability of items in the collection.

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Working Environment

This job is performed in a standard school environment.

Generally, the job requires 20% sitting, 20% walking, and 60% standing.

Physical Requirements: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity.

Qualifications

Minimum experience: None

Minimum education: Bachelor's degree

The ideal candidate will have the following education, experience, skills, knowledge, abilities and/or competencies:

- Job related experience is desired.
- Ability to operate standard office equipment including using pertinent software applications; prepare and maintain accurate records.
- Knowledge of library practices, terminology, and procedures; age appropriate literature; computer and Internet operations; and concepts of grammar and punctuation.
- Ability to establish effective working relationships; adapt to changing work priorities; display mechanical aptitude; and work with frequent interruptions.

Required Testing: None Specified

Continuing Education/Training: Maintain Licensure

Required Certificates and/or Licenses: Teachers Certification and/or License as Librarian/Media Specialist

Clearances: Criminal Justice Fingerprint/Background Clearance

FLSA Status: Exempt

Employee Type: Certified

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