

**WILLOWS UNIFIED SCHOOL DISTRICT  
JOB DESCRIPTION**

**CLASS TITLE: LIBRARY MEDIA SPECIALIST  
CLASSIFICATION: RANGE 31**

**BASIC FUNCTION:**

Perform a variety of functions in support of an elementary, middle school, and high school library, media center and/or computer lab. These include but are not limited to: selection, acquisition, circulation, operation, and maintenance of computers, instructional materials or traditional library materials in the assigned rooms. This position will coordinate and oversee the usage of the school library, media center and/or computer lab for teacher, student, staff and other authorized usage.

**REPRESENTATIVE DUTIES:**

Individual positions may not perform all of the duties listed nor do these examples include all responsibilities of positions in this class.

Participate in the development and coordination of the Willows Unified School District Library Plan. This includes regular communication with site administrators, coordination with counterparts at other schools in the district and district technology staff.

Communicate regularly with teachers regarding library/media center/lab's services and schedule.

Process book and/or equipment recommendations from teachers, staff and students (as appropriate). Includes selection, procurement and implementation of items following district purchasing procedures. This may include textbooks or other related materials for classroom usage as directed by site administrators.

Maintain, operate, coordinate, and schedule the day to day operations of room usage and computerized checkout programs for books and/or equipment.

Maintain inventory database of all items that are in the Library/Media Center or lab.

Maintain database system of circulation to track library/media center or lab fines and payments for overdue or lost or damaged items. Report regularly to site administrators so appropriate action may be taken with students or staff.

Assist teachers, students, staff and other authorized users in researching materials for classroom use, selection of desired books, periodicals, software or other media materials.

As appropriate by site and age of students, read books aloud to classes to promote interest in reading.

As appropriate by site and age of students, provide instruction and assistance to students and teachers using computer equipment. Reinforce specific skills and lessons introduced by teachers using a variety of software.

Train, orient and provide appropriate work related guidance to student helpers/aides or parent volunteers with circulation, processing, shelving or storage and other office related tasks.

Assist and direct teachers, students and staff in the proper usage of modern reference materials including how to access information via card catalogs (library database), electronic and/or other Internet resources.

Maintain an orderly and organized work area with displays of student work (as appropriate) or other materials to maintain a professional appearance. These displays should be changed/updated several times during the year and where appropriate coordinate with other school-wide themes.

Participate in meetings, conferences and in-service training programs as assigned.

Perform related duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

Practices, procedures and terminologies of libraries, media centers and/or computer labs.

Dewey Decimal System and computer checkout/cataloging software.

Automated library reference materials and sources

District curriculum, reading levels and appropriate reference materials

Filing, indexing and inventory practices

Modern office practices, procedures and equipment

Record-keeping techniques

Correct English usage, grammar, spelling, punctuation and vocabulary

Oral and written communication skills

Interpersonal skills using tact, patience and courtesy.

### **ABILITY TO:**

Explain and apply school and District rules and policies applicable to the library/media center

Check books and materials in and out at the circulation desk

Type a minimum of 35 words per minute

Assist students and staff in the selection of library materials

Process a variety of library materials

Monitor and maintain acceptable student behavior in the library/media center

Operation of a computer and data entry and retrieval techniques

Perform clerical duties such as filing duplicating and typing

Maintain the library/media center in a neat and orderly condition

Make mathematical calculations quickly and accurately

Work independently with little direction

Establish and maintain effective working relationship with others

Maintain records and prepare reports communicate effectively in both oral and written form

Lift, carry, push and pull heavy objects up to 50 lbs.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to a high school diploma or equivalent and responsible clerical or instructional experience working with children in an organized setting, including some experience in a library or media center environment.

**WORKING CONDITIONS:****PHYSICAL DEMANDS:**

Walking, sitting or standing for extended periods of time.

Kneeling, crouching, stooping or bending at the waist to assist students.

Moving moderately heavy objects.

Reaching horizontally and above the shoulders to shelve and retrieve books.

Dexterity of hands and fingers to operate a computer, peripheral equipment and standard library equipment.

Extended viewing of computer monitor.