

**LIBRARY MEDIA SPECIALIST**

Grade 4

**Purpose Statement**

The job of Library Media Specialist is done for the purpose/s of providing support to the instructional program with specific responsibilities for performing clerical functions related to collection, processing, circulation, maintenance, and inventory of library materials and 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 library resources.

This job reports to Site Principal

**Essential Functions**

- Assists a variety of stakeholders (e.g., teachers, students, administrators, etc.) for the purpose of identifying resource materials for use in classroom and class assignments.
- Collaborates with a variety of stakeholders (e.g., PTA, PTO, PTC, administration, etc.) for the purpose of sourcing funding options for new library materials.
- Conducts instruction and activities (e.g., library orientation, specific subject studies, etc.) for the purpose of promoting the use of the library system while supporting the educational goals of the District.
- Coordinates request of individuals and sites (e.g., equipment requirements, etc.) for the purpose of ensuring availability of library for instructional use.
- Evaluates books for retention within collection (e.g., worn books, outdated material, etc.) for the purpose of ensuring the availability of library materials.
- Maintains a variety of records and files related to library operations and inventory (e.g., materials inventory, California Department of Education School Library Survey, etc.) for the purpose of completing required documentation and providing an up-to-date reference and ensuring the availability of materials when required.
- Manages research, evaluation, and purchasing of library and media materials (e.g., books, magazines, etc.) for the purpose of supporting school curriculum and enhancing the library collection.
- Monitors student activities for the purpose of maintaining a safe and clean environment conducive to learning.
- Oversees student aides and volunteers for the purpose of providing orientation, training, and ensuring assignments are completed.
- Participates in meetings (e.g., unit meetings, in-service training, workshops, etc.) for the purpose of conveying and gathering information required to perform functions.
- Performs circulation activities (e.g., item check-in and check-out, circulation counts, lists of overdue items, catalog and classify new materials using Dewey decimal system, prepare items for shelving, sort and re-shelve items, repair and mend books, etc.) for the purpose of controlling the use, location, and

availability of items in the collection.

- Prepares reports (e.g., collection statistics, overdue lists, costs, etc.) for the purpose of providing documentation and information to others.
- Processes a wide variety of information (e.g., books checked out, librarycards, notices of late returns, etc.) for the purpose of ensuring students and staff have access to library materials.
- Responds to inquiries from a variety of stakeholders (e.g., staff, teachers, administrators, students, etc.) for the purpose of providing information and direction as required.

### **Marginal Functions**

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

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: library practices, terminology, and procedures; Dewey decimal system; age-appropriate literature; computer and Internet operations; and concepts of grammar and punctuation.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: establishing effective working relationships; adapting to changing work priorities; displaying mechanical aptitude; working with frequent interruptions; and preparing and maintaining accurate records.

#### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; tracking budget expenditures. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to affect the organization's services.

#### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally, the job requires 10% sitting, 40% walking, and 50% standing. The job is performed in a generally hazard free environment and in a clean atmosphere.

**Experience:** None required, but one year of paid or volunteer experience working with children in an educational or child care setting is highly desirable; equivalent to the completion of the twelfth grade supplemented by coursework/training in library media skills; some computer literacy; preferably supplemented by courses in child care, supervision, psychology, or guidance; or any combination of training and experience that could likely provide the desired knowledge and abilities.

**Education (Minimum):** High school diploma or equivalent.

**Required Testing**

None Specified

**Continuing Educ. / Training**

None Specified

**Certificates and Licenses**

None Specified

**Clearances**

Criminal Background Clearance  
Physical Capacities Test Clearance  
Tuberculosis Clearance

**FLSA Status**

Non-Exempt

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.*