



Job Description

Job Title: Librarian – Media Specialist
Reports to: Principal
Department: Operations / Academic

Position Type: Full-Time
Work Hours: 7:30 – 4:00 (M – F)

Job Overview:

This position manages the library collection and performs a variety of media center responsibilities, including working with groups of students in developing media skills and maintaining the school's literary collection.

Responsibilities and Duties:

- Follows and maintains knowledge of all District policy(ies) and procedures.
- Troubleshoots all audio-visual (A/V) equipment.
- Knows and uses Dewey Decimal System.
- Catalogs and processes new books and equipment.
- Repairs, covers and binds damaged books.
- Screens, selects, orders, organizes and circulates all types of instructional material(s) and equipment.
- Encourages staff and students to access library/media center and its resources.
- Plans, develops and encourages selection and purchase of age/interest appropriate literary and media materials in collaboration with students and staff.
- Evaluates continuously the media program and plans ahead for future growth and development with the building administration and teachers.
- Supervises students during library visits.
- Prepares materials as needed for instruction.
- Processes check-ins and check-outs of books, periodicals, reference materials and audio-visual (A/V) equipment to staff and students before, during and after school.
- Coordinates and sets-up of special events and book fairs in the library.
- Works with students in groups or individuals in the development of media and computer skills through help with reference work, selection of books and online reference searches.
- Maintains circulation records for library books, reference materials, periodicals and textbook depository.
- Inventories, orders and stocks library supplies, as needed.
- Maintains current records, tracking over-due and lost books, creating accounts for patrons and managing student library cards.
- Performs general office duties including answering phones, directing calls and taking messages as appropriate, greeting the public, typing, copying, filing, sorting materials and general correspondence.
- Takes all responsible precautions to provide for health and safety of the students and to protect equipment, materials and facilities.
- Promptly reports any serious accident or illness affecting students in the teacher's charge or any incident which might affect the school, teachers or students therein.

- Assists administration in implementing policies and rules governing student life and conduct.
- Professionally represents the school and the District in interactions with parents, staff and students and resolves conflict in a professional manner.
- Maintains appropriate certifications and training hours as required.
- Complies with applicable District, state, local and federal laws, rules and regulations.
- Attends work regularly and is punctual.

Qualifications:

- Bachelor's degree (B.A.) or equivalent from four-year
- Master's degree (M.S. in Library Media or a (M.L.S.), Masters of Library Science) or equivalent strongly preferred.
- Must be highly qualified under the reauthorized ESEA.
- Prior successful experience working in a library or school setting and teaching students strongly preferred.

Computer Skills:

- General knowledge of computer usage and ability to use database software, accounting software, internet software, e-mail, spreadsheets and word processing software.
- Ability to provide basic computer, A/V equipment and hardware troubleshooting.
- Ability to proficiently use the following programs strongly preferred: MS Word, MS Excel, Google Documents, and MS Outlook. Ability to type accurately and proficiently.

Physical Demands:

- The employee is frequently required to walk; stand; sit; use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal.
- The employee is occasionally required to stoop, kneel or crouch.
- The employee must regularly lift and/or move up to 25 pounds and occasionally up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision.