

SCHOOL LIBRARY SPECIALIST

DEFINITION:

Under general supervision of a site administrator and indirect supervision of the Assistant Superintendent, Curriculum and Instruction, is responsible for operation of a school site library; supports student and staff use of the library; makes recommendations regarding the purchase and availability of reading and reference books; performs a wide variety of clerical tasks; assumes and performs related work as necessary or required.

CLASS CHARACTERISTICS:

The School Library Specialist provides a school library that supports the educational program of the school to which assigned. This position is characterized by wide-ranging responsibilities in support of obtaining and putting into circulation library resources and instructional materials used by students and staff in the library. The incumbent must have knowledge of existing library resources and provide training for students and staff in new automated library systems as they are implemented in the school library. This position is pivotal in facilitating the schools educational purposes and the efficient operation of the school library.

EXAMPLES OF DUTIES:

Check materials in/out, shelve, order library materials, mend and repair books as necessary; *E*

Compile and prepare reference bibliographies; *E*

Introduce students to proper use and care of library and materials, online catalog, organization and rules of library use, indexing systems and circulation procedures; *E*

Prepare and conduct book talks and story hours; *E*

Assist students and staff in locating and selecting books for general reading and/or reference use; *E*

Coordinate schedule for library utilization ensuring library availability, appropriate student behavior while in the library and an appropriate environment for maximum student and staff use and benefit; *E*

Confer with administrative and instructional staff regarding identifying, locating and/or purchasing library materials to support, supplement classroom subject matter instruction; *E*

Participate at District meetings to make book recommendations for school and District wide use; *E*

Order books and supplies and process new library books for circulation; *E*

Input book and patron information into computer database; *E*

Inventory books and supplies and discard obsolete materials; *E*

Maintain the collection data base for accuracy and completeness of all records; *E*

Prepare and distribute overdue notices, contact parents and collect payments for lost books; *E*

Coordinate volunteer assistance. *E*

E denotes an essential function of the job.

Type schedules, lists, notices, letters, cards and other forms and documents;

May organize and/or participate in book fairs, special reading and library events;

Contribute information on library activities for school newsletters and promote the educational objective of the school;

Provide media materials for classroom use, if available;

Keep abreast of school instructional support needs and keep staff informed of materials and services at the library;

Serve as a resource to all staff;

Participate in meetings and committee work appropriate to classification.

SUPERVISION:

General supervision is received from School Site Administrator(s) regarding school functions and library needs.

Indirect supervision is received from the Assistant Superintendent of Curriculum and Instruction regarding library specifics.

May monitor and coordinate the work of volunteers and assigned student helpers.

MINIMUM QUALIFICATIONS

Knowledge of:

Library terminology, procedures and practices;

Dewey Decimal and standard alphabetical filing systems;

Modern office methods, terms, equipment and procedures, including a basic knowledge of word processing;

Appropriate English usage, spelling, grammar and punctuation;

Business office telephone techniques and etiquette;

Basic mathematics.

Ability to:

Perform difficult clerical work with speed and accuracy;

Rapidly learn and apply procedures and/or functions;

Work independently without supervision immediately available;

Operate a computer and learn the automated library circulation system;

Maintain files, records of average complexity;

Understand and follow oral and written instructions;

Establish and maintain cooperative working relationships;

Train students, staff and volunteers in the use of library materials, systems and procedures;

Coordinate the work of volunteer staff;

EDUCATION AND EXPERIENCE:

Individuals possessing the knowledge, skills and abilities listed above are considered to possess the education necessary to succeed in this classification. Previous experience involving the supervision of children's activities, experience and/or training in school library practices, including but not limited to circulation, processing, book selection, library organization, reference systems and practices are highly desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Frequently stands, walks and sits; occasionally stoops, bends and kneels; repeatedly bends and reaches over head; repetitively uses fingers on both hands simultaneously, twists or applies pressure with wrists and/or hands; frequently lifts, carries and/or pushes between 5-25 pounds; on occasion may lift up to 40 pounds; communicate clearly, and is able to understand normal voice conversation; has depth perception, color vision/distinguishes shades, visual acuity sufficient to see small details in a typical library environment; uses a computer; works inside exclusively; is exposed to moderate amounts of allergenic dust; has direct contact with students and other district staff and may be exposed to minor contagious illnesses; frequently has high volumes of work and tight deadlines without direct guidance from supervisor.

Last revised 7/19/01

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