



School Library Specialist

JOB SUMMARY:

Under general supervision of a site administrator and indirect supervision of the Director, Curriculum, Instruction, and Assessment, 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; use an automated library management system to process and maintain books and instructional material; reads to students and performs a wide variety of clerical tasks.

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 works with a variety of software programs. Contacts expand to students, parents, teachers, administrators, employees from other departments, vendors and other public agencies. This position is pivotal in facilitating the school's educational purposes and the efficient operation of the school library.

REPRESENTATIVE DUTIES:

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

Essential Duties

- Check materials in/out, shelve, order library materials, mend and repair books as necessary;
- Introduce students to proper use and care of library and materials, online catalog, organization and rules of library use, indexing systems and circulation procedures;
- Assist students and staff in locating and selecting books and electronic resources for general reading and/or reference use;
- Assist and guide students in conducting internet searches;
- 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;
- Confer with administrative and instructional staff regarding identifying, locating and/or purchasing library materials to support, supplement classroom subject matter instruction; Contact vendors, order books and supplies and process new library books for circulation;
- Use Follett application software to create and maintain patron inventory, circulation and catalog collection;
- Inventory books and supplies and discard obsolete materials;
- Maintain the collection data base for accuracy and completeness of all records;

- Create and maintain a variety of computerized records, lists and reports related to work performed, such as library inventory, and overdue material;
- Prepare and distribute overdue notices, contact parents and collect payments for lost or damaged books;
- Perform difficult clerical work such as keyboarding, duplicating, entering information into a computer, prepare and type correspondence, schedules, lists, reports and other related material including a library calendar and schedule;
- Use library equipment including computer, scanner, copier, printers, laminators, poster maker and paper cutter;
- 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, students and parents.

Other Related Duties

- Prepare and conduct book talks and story hours;
- Participate at District meetings to make book recommendations for school and District wide use; Contribute information on library activities for school newsletters and promote the educational objective of the school;
- Provide media materials for classroom use, if available;
- May organize and/or participate in book fairs, special reading and library events;
- Compile and prepare reference bibliographies;
- Coordinate volunteer assistance;
- 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 Director of Curriculum, Instruction, and Assessment regarding library specifics.

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

MINIMUM QUALIFICATIONS:

Knowledge of:

- Library standards, terminology, procedures and practices;
- Library inventory principles and practices in an automated environment;
- Modern office methods, procedures, terms, equipment used in a school library including knowledge of Microsoft Office word processing, spreadsheet, database, E-mail and internet computer applications;
- Dewey Decimal and standard alphabetical filing systems;
- English usage, spelling, grammar, punctuation, and vocabulary;
- General needs and behaviors of children;
- Children's literature, books, and class curriculum;

- Business office telephone techniques and etiquette;
- Standard record keeping, filing systems, and procedures;
- Oral and communication skills;
- Basic mathematics.

Ability to:

- Provide reference assistance to students and teachers;
- Learn and apply appropriate stories and reading levels of students;
- Learn and apply library methods, procedures, terminology, and related technology;
- Effectively utilize Microsoft Office word processing, spreadsheet, presentation, database, email and internet computer applications;
- Perform difficult clerical work with speed and accuracy;
- Rapidly learn procedures and software as required;
- Work independently without immediate supervision;
- Operate various standard and specialized office equipment including a personal computer and automated library circulation system;
- Maintain files, records of average complexity;
- Understand and follow oral and written instructions;
- Establish and maintain effective interpersonal relationships and effectively communicate using tact, patience and courtesy in a manner that reflects positively on the District;
- Provide an environment for students to develop an appreciation for literature and reading;
- Train students, staff and volunteers in the use of library materials, management programs, and procedures;
- Coordinate the work of volunteer staff;
- Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, parents, teachers, administration and staff.

EMPLOYMENT STANDARDS:

Education:

- High School Diploma or equivalent;
- Eighteen (18) units of course work in library science is desirable.

Experience:

- One (1) year of paid or volunteer library experience in library practices, including but not limited to circulation, processing, book selection, library organization, reference systems and practices.
- Experience working with children is highly desirable.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment:

This job operates in a library environment. This role routinely uses standard office equipment such as computers, phones, copy machines, filing cabinets, and fax machines. The noise level can vary depending upon daily activity but will remain within moderate noise level range. The incumbent has direct and indirect contact with public and other district staff. The position may require working with high volume, tight deadlines, and being subject to frequent interruptions. The position is exposed to moderate amounts of allergenic dust, and may be exposed to minor contagious illnesses.

Physical Demands:

While performing the duties of this job, the position is frequently required to stand, walk, carry, stoop, kneel, crouch, reach, grip, grasp, talk, hear, and use repetitive motions of the wrists, hands, and fingers. The incumbent may: occasionally sit, push, and pull. The work involves light to medium physical efforts; sometimes exerts up to 20 pounds of force; occasionally may exert up to 50 pounds of force. This position requires near visual acuity sufficient to use a computer screen.

SALARY RANGE

Range 27

Classified Bargaining Unit

Last revised 7/19/01

Revisions effective 2/17/05, 7/18/13

Job Description Review and Revisions Effective: 7/14/16