

LAGUNA BEACH UNIFIED SCHOOL DISTRICT
Job Description: Elementary Media Specialist

BASIC FUNCTION:

Under general supervision of the site administrator, performs functions pertaining to the acquisition, processing, cataloguing, storage, circulation, and recovery of library and reference books, and a variety of other instructional materials and media; to perform a variety of general library media clerical functions at an elementary school site; and to do other related work as required.

ESSENTIAL DUTIES:

- Receives and processes instructional materials and media, including but not limited to, books, periodicals, technology devices, and classroom textbooks.
- Maintains circulation and distribution records for books, periodicals, instructional materials and technology devices.
- Collects and circulates books, periodicals and instructional media.
- Assist students and instructional personnel in locating and maintaining materials pertaining to specific subject matter areas.
- Assists in monitoring student behavior and in maintaining an appropriate library media center atmosphere.
- Lifts, transports, arranges, shelves, boxes, and packages books and instructional materials.
- Provides direction and assistance to parent volunteers.
- Develop interest center and new collection displays.
- Performs minor housekeeping functions in maintaining a neat and orderly media center environment.
- Assists in the preparation of requisitions and orders for books and instructional materials.
- Coordinates school-wide book fairs.
- Repairs and mends damaged books and other instructional material and processes work orders for technology devices.
- Prepares book lists, bibliographies, memoranda, and other similar material.

OTHER REPRESENTATIVE DUTIES:

- May maintain simple cash receipts records.
- May input data into an automated library collection inventory process, and extract information and reports as necessary.
- Keeps current on advancing technology as it supports the curriculum.
- May coordinate and promote reading enrichment programs.
- Integrates new technology into media center and is responsible to train and teach students and staff as to use.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Modern office methods, practices and procedures, including filing systems;
- Correct English usage, spelling, grammar, and punctuation;

- Standard library reference sources, books, media, technology and other library related materials;
- Student behavior management strategies and techniques;
- Basic mathematical concepts;
- Library terminology and standard library practices, including knowledge of library media center classification systems.

Ability to:

- Perform library media clerical function, including circulation and cataloguing functions;
- Maintain a variety of records and filing systems pertaining to library media center;
- Utilize a variety of reference resource guides;
- Communicate effectively in oral and written form;
- Understand and carry out oral and written directions;
- Perform general clerical and keyboarding duties of average difficulty;
- Maintain orderly student behavior among students using the library;
- Use the Dewey decimal classification system;
- Use keyboard with accuracy appropriate to assigned tasks;
- Provide instruction in operation of library media equipment and safety measures;
- Train and supervise student assistants;
- Establish and maintain friendly, cooperative and effective working relationships with all persons contacted in the course of work;
- Use correct English usage, spelling, grammar and punctuation.

MINIMUM QUALIFICATIONS:

Experience:

Two years of media and/or clerical experience, preferably including experience in a library or instructional materials center in an educational setting.

Education:

Equivalent to the completion of the twelfth grade, supplemented by coursework or training in library science and general clerical areas.

Personal Qualities:

- Independent worker
- Maturity and good judgment
- Neat and clean appearance
- Willingness to assume a wide range of responsibilities
- Willingness to learn new skills
- Willingness to continuously improve
- Pleasant interpersonal skills
- Good organizational skills
- Commitment to professional courtesy
- Belief in high standards
- Commitment to professional responsibility
- High intrinsic motivation

WORKING CONDITIONS:

Environment:

- Indoor library or classroom environment.
- Moderate noise level.

Physical Requirements:

- Ability to bend, crouch, or kneel at files or bookshelves.
- Ability to push/pull library media carts.
- Ability to climb on step stools and read in all directions to shelve and retrieve materials.
- Ability to see for purposes of observing students, reading resource materials, books, correspondence and other printed matter and the safe operation of equipment.
- Ability to understand speech at normal levels in person or on the telephone.
- Ability to communicate so others will be able to clearly understand a normal conversation in person or on the telephone.
- Ability to operate computer equipment, typewriter, laminating machine, library media equipment and other office machines with dexterity.
- Ability to occasionally lift/carry books, supplies and library media equipment weighing up to 35 pounds.
- Ability to climb stairs.

Operation of Vehicles, Machinery, and Equipment Requirements:

- Ability to travel to a variety of locations within a reasonable time frame.
- Must be able to operate office, multimedia, and computer equipment.

Mental and Emotional Requirements:

- Ability to understand and follow oral and written directions.
- Ability to work independently with little direction.
- Ability to concentrate to meet numerous deadlines.
- Ability to establish and maintain effective working relationships with others.
- Ability to make independent decisions to respond to numerous requests, deadlines, and to prioritize assignments.
- Ability to exchange information.
- Ability to monitor student activities.
- Ability to learn the procedures, functions and limitations of assigned duties.