

LAGUNA BEACH UNIFIED SCHOOL DISTRICT
Job Description: High School Media Specialist

BASIC FUNCTION:

Under general supervision of a site administrator, performs a variety of specialized clerical functions pertaining to the acquisition, processing, distribution, and warehousing of books, and a variety of other instructional materials and media; to perform a variety of general library media clerical functions at a high school; and to do other related work as required.

ESSENTIAL DUTIES:

- Prepares, requisitions and orders instructional materials and media, including but not limited to books, periodicals, technology devices, and classroom textbooks..
- Assists in the acquisition of instructional media and material in accordance with student enrollment data and budgetary allocations.
- Receives and verifies library media collections, and other instructional material and media shipments.
- Inspects shipments for completeness and damage.
- Assists students and instructional personnel with the library media center collection, reference works and other related services.
- Monitors student behavior and assists in creating an appropriate library center environment.
- Arranges displays of new book collections and instructional materials and media.
- Assists with the orientation and training of other library media personnel.
- Coordinates and leads library media personnel in the performance of a variety of library media functions.
- Performs a variety of clerical functions, including the processing of instructional materials, media, and technology, the development of catalogue and card files, the preparation of materials, and records concerning obsolete instructional materials and media.
- Distributes instructional materials in accordance with student enrollment figures.
- Maintains a variety of media inventory control records and participates in inventory review processes.
- Mends, processes, and shelves damaged and obsolete library collection books and media and prepares work orders for technology equipment.
- Assists instructional personnel in preparation of research units to effectively use library resources.
- Maintains a positive environment in the library conducive for student collaboration and studying.
- Prepares technology equipment and room arrangement for library events.

OTHER REPRESENTATIVE DUTIES:

- Attends Department Chair meetings and other meetings, as required.
- Keeps current in technology trends in library services.
- May reclassify publisher pre-classification collection listings in order to simplify the student research process.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Modern office practices and procedures, including filing systems.

- Correct English usage, spelling, grammar, punctuation, and mathematical concepts.
- Policies, rules, and regulations pertaining to the acquisition, processing, circulation, and distribution of instructional materials, media, and technology equipment.
- Library terminology and standard library practices, including a thorough working knowledge of library classification systems.
- Student behavior management strategies and techniques.

Ability to:

- Perform responsible and specialized library media clerical functions with speed and accuracy.
- Prepare and maintain a variety of manual and automated records and files and be able to prepare clear and comprehensive reports.
- Effectively assist in the receiving, processing, and circulation of the library collection, instructional materials, media, and technology equipment.
- Understand and carry out oral and written directions.
- Establish and maintain friendly, cooperative and effective working relationships with all persons contacted in the course of work.
- 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.

MINIMUM QUALIFICATIONS

Experience:

Three years of responsible media or clerical experience, involving the processing, circulation and recovery of library media materials, including one year in a lead capacity.

Education:

Equivalent to the completion of an Associate of Arts or higher degree, supplemented by coursework or training in office practices, and library science trends and practices.

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.