

DEL MAR UNION SCHOOL DISTRICT

CLASS TITLE: LIBRARY MEDIA SPECIALIST

BASIC FUNCTION:

Under the general direction of the Principal, and in collaboration with the Innovation Technologist, perform a variety of functions in support of a school library including overseeing, monitoring, and organizing the collection of books, resources and materials; plan, organize and conduct learning activities related to children's literature and research skills to support classroom instruction; assist students and teachers using library resources.

REPRESENTATIVE DUTIES:

- Perform a variety of functions in support of a school library involved with the selection, acquisition, circulation, distribution and maintenance of books and instructional materials.
- Coordinate with teachers to support the design of relevant, innovative learning opportunities aligned with DMUSD's vision, mission and beliefs.
- Implement the site and district vision for the innovation space, ensuring that it is conducive to active and participatory learning, aligned with research-based instructional practices, and designed in collaboration with teachers, students, and administrators.
- Provide opportunities for students to access the innovation space during recess and lunch.
- Assist students and teachers in selecting and locating books, periodicals, articles, and other related materials.
- Work as part of a team to integrate library/media resources with grade-level curriculum.
- Collaborate with teachers and students to design engaging inquiry learning experiences and assessments that incorporate multiple literacies (including information literacy) and foster critical thinking.
- Ensure library collection is current and meets the needs of the school site; receive recommendations for new book selections from teachers and staff; conduct a regular inventory of books, materials and equipment; remove outdated resources and refresh materials and supplies as needed.
- Oversee the circulation of library materials; check library materials in and out to students and staff; ensure materials are properly shelved.
- Operate a computer to process and maintain library records and files; add and remove students and staff in library database; maintain records of materials; maintain a daily circulation record; collect payments for lost or destroyed items; prepare receipt of payments collected.
- Coordinate and supervise special library events such as book fairs, author's visits, used book sales, assemblies, family events, California Young Reader Medal, and the book donation program; prepare and distribute notices to parents related to special events.
- Attend appropriate workshops, conferences, and in-service trainings; read reviews, trade journals and other publications to maintain knowledge of children's literature and remain current on library practices.
- Design and prepare appropriate displays, decorations, and bulletin boards; maintain a clean, inviting and orderly library environment.

- Maintain discipline and order within the library.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Library practices, procedures, and terminology.
- Children's literature.
- Dewey Decimal system and library automation system.
- Library reference materials and sources.
- Computer terminal operation and data entry and retrieval techniques.
- Google Suite / Google Drive, Chromebooks
- Inventory procedures.
- Modern office practices, procedures, and equipment.
- Record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Oral and written communication skills.

ABILITY TO:

- Learn, explain, and apply school and District rules and policies applicable to the library.
- Instruct students and staff in the use of the library.
- Research, design, plan, and implement student lessons.
- Check books and materials in and out at the circulation desk.
- Shelve library materials.
- Assist students and staff in the selection of library materials.
- Process a variety of library materials.
- Perform clerical duties such as filing, copying, and typing.
- Maintain library in a neat and orderly condition.
- Work independently with little direction.
- Work collaboratively with other staff members.
- Establish and maintain effective working relationships with others.
- Maintain records and prepare reports.
- Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year of related library experience including instructional experience working with children in an organized setting.

WORKING CONDITIONS:**ENVIRONMENT:**

- School library environment.
- Constant interruptions.
- Flexible and collaborative.

PHYSICAL DEMANDS:

- Bending, reaching, stooping, and lifting of library materials.
- Lifting and carrying moderately heavy objects.
- Pushing and pulling carts.
- Walking and standing for extended periods of time.
- Reaching horizontally and above the shoulders to shelve and retrieve books.
- Bending at the waist, kneeling or crouching.
- Dexterity of hands and fingers to operate a computer terminal and standard library equipment.

SALARY:

Placement on the Classified Salary Schedule on Range 21.