

DEL MAR UNION SCHOOL DISTRICT

CLASS TITLE: LIBRARY MEDIA SPECIALIST

BASIC FUNCTION:

Under the general direction of the Principal, perform a variety of functions in support of a school library involved with the selection, acquisition, circulation, maintenance and distribution of books and related 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:

- Incumbents may perform any combination of the following 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 design appropriate Extended Studies Curriculum (ESC) lessons to support classroom learning; research, design, implement and present lessons to classroom groups; conduct library orientations; instruct students in children's literature, research skills, internet use, and electronic card catalogue skills; use curriculum maps, genre studies, author studies, personal narratives, and read alouds to reinforce and support appropriate grade-level standards.
- Assist students and teachers in selecting and locating books, periodicals, articles, software and other related materials; assist in the use of reference sources; answer questions and advise on subject matter and selection inquiries.
- Ensure library collection is current and meets the needs of the school site; receive recommendations for new book selections from teachers and staff; research publishers and receive price quotes; select and order books and other materials for the library; issue bar codes, create Marc records, spine labels, and covers; repair or replace damaged materials; conduct an annual inventory of books, materials and equipment.
- 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 patron 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.
- Supervise and train volunteers, including Friends of the Library, in the application of skills necessary to maintain a library.
- 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 computer cataloging system.
- Library reference materials and sources.
- Computer terminal operation and data entry and retrieval techniques.
- Microsoft Word, Power Point, and Excel.
- 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.
- Coordinate and manage special events.
- Maintain library in a neat and orderly condition.
- Make arithmetic calculations quickly and accurately.
- Work independently with little direction.
- Work collaboratively with other staff members.
- Establish and maintain effective working relationships with others.
- Supervise and train volunteers.
- 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.

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.