

Library Media Specialist

Purpose Statement

The job of Library Media Specialist is done for the purpose/s of providing support to the instructional program with specific responsibilities for performing functions related to collection, processing, circulation, maintenance, selecting, ordering and inventory of library/media materials and/or textbooks, documenting losses and monitoring procedures; implementing age appropriate programs for students utilizing library resources; selecting appropriate items in support of classroom instruction; and instructing students on the proper use of library resources.

Essential Functions

- Assists teachers, students and administrators for the purpose of identifying resource materials for use in classroom and/or class assignments.
- Conducts classes and/or activities in a variety of grade appropriate formats in accordance with lesson plans for the purpose of promoting the use and enjoyment of literature.
- Coordinates request of individuals and/or sites (e.g. technical support, equipment requirements, etc.) for the purpose of ensuring availability of audio visual and media equipment for instructional use.
- Evaluates books and/or periodicals for retention within collection (e.g. repairing damaged books, recommending retirement of books and/or periodicals) for the purpose of ensuring the availability of current and serviceable books, media and other library materials.
- Evaluates media equipment for the purpose of making or ordering repairs, providing technical support, diagnosing malfunctions and/or recommending acquisitions.
- Maintains materials inventory (e.g. library books, library hardware/software, media equipment and related instructional materials, etc.) for the purpose of providing an up-to-date reference and ensuring the availability of materials when required.
- Monitors student activities and behavior for the purpose of maintaining a safe environment conducive to learning.
- Operates a variety of media production equipment and systems (e.g. program channel, computers, projectors, smart boards, video tape, edit media, duplicate media, etc.) for the purpose of providing media production services.
- Oversees student aides and/or volunteers for the purpose of providing orientation, training and ensuring assignments are completed. Participates in unit meetings, in-service training, professional learning communities, workshops, etc. for the purpose of conveying and/or gathering information required to perform functions and improving student achievement.
- Performs routine maintenance and operating checks on media equipment for the purpose of ensuring availability of equipment for school site use.
- Prepares manual and electronic documents and reports (e.g. collection statistics, scheduling reports/requests, renewal information, overdue lists, textbook orders, fines, costs, etc.) for the purpose of providing documentation and information to others.
- Processes library books, periodicals, software and related media materials (e.g. logging into master files; barcoding, shelving, producing required reports, etc.) for the purpose of providing students and staff with required materials. Supervises library assistant in this task.
- Repairs books and materials for the purpose of ensuring the availability of books and library materials.

- Responds to inquiries of students, staff, parents (e.g. availability of books, finding appropriate reference documents, status of overdue fines, etc.) for the purpose of providing information and/or direction as required.
- Supervises circulation activities (e.g. item check-in and check-out, prepare circulation count, lists of overdue items) for the purpose of controlling the use, location and availability of items in the collection.

Other Functions

- Stays abreast of latest developments in educational strategies, technology integration, and literary trends.
- May direct and organize school activities, clubs and other extracurricular activities.
- Performs administrative duties such as hall & cafeteria monitoring, and bus loading/unloading as assigned.
- Attends staff meetings and serves on staff committees, as required.
- Attends professional meetings, educational conferences, and training workshops to maintain and improve professional competence.
- Performs other related duties as assigned.

Job Requirements: Minimum Qualifications **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: library practices, terminology and procedures; age appropriate literature; computer and Internet operations; and concepts of grammar and punctuation.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: establishing effective working relationships; adapting to changing work priorities; displaying mechanical aptitude; working with frequent interruptions; and preparing and maintaining accurate records

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; and directing the use of budgeted funds within a work unit. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 20% sitting, 20% walking, and 60% standing. The job is performed in a generally clean and healthy environment.

Experience: One or more years of related experience preferred.

Education: Master's degree in Library and Information Science.

Equivalency:

Required Testing

Certificates and Licenses

Kansas Librarian/Media Specialist Certification

Continuing Educ./ Training

Clearances

Criminal Justice Fingerprint/Background Clearance

Kansas Certification of Health

FLSA Status

Exempt

Approval Date

Salary Grade