

Media Center Specialist

QUALIFICATIONS: 1. Teaching License
2. Advanced Degree in Library Science

REPORTS TO: Building Principal

SUPERVISES: Library Aides, Student Library Aides, Volunteers

JOB GOAL: To provide a full spectrum of educational enrichment materials so that each student will find available instructional and non-instructional materials appropriate to his/her interests, abilities, and level of maturity.

PERFORMANCE RESPONSIBILITIES:

1. Regular attendance and punctuality are essential functions of the job.
2. Organizes library resources for easy access.
3. Effectively manages cataloging procedures (i.e., classification, accession, recording, filing, etc.).
4. Establishes and maintains effective circulation procedures.
5. Schedules the use of the library effectively and provides professional services throughout the day.
6. Develops and efficiently administers the library budget in cooperation with the building principal.
7. Coordinates selection procedures to involve staff and students.
8. Uses reputable tools to identify and select appropriate resources (i.e., catalogs, professional journals, etc.)
9. Selects resources and materials which reflect the priorities of the instructional program and which provides for the recreational needs of students.
10. Withdraws from circulation any outdated, worn, or unsuitable materials as needed.
11. Acts as a resource person to assist teachers in planning and implementing units of study.
12. Works effectively with teachers to coordinate library skills and instruction for individual classes or groups.
13. Effectively plans and provides group and individual instruction on locating and using various resources in the library.
14. Effectively promotes literary appreciation with individuals or groups and encourages reading for knowledge and pleasure.
15. Effectively trains and utilizes library aides, student aides, and/or parent and community volunteers.
16. Adheres to policies established by Federal Law, State Law, State Board of Education, and local district and administrative regulations.
17. Works with other librarians to maintain thorough policies and guidelines for a total library program.
18. Compiles and maintains library inventories and necessary reports that reflect the library program.
19. Actively participates in professional organizations and disseminates ideas and information to other professionals.
20. Provides leadership in identifying new methods and opportunities that benefit both the library program and the district as well.
21. Performs duties in a professional, ethical, and responsible manner.
22. Actively seeks and utilizes evaluated feedback from peers, subordinates, and supervisors regarding his/her performance.
23. Demonstrates initiative, enthusiasm, and a positive attitude.
24. Exercises sound judgment and self-control.
25. Demonstrates the ability to work with others in a positive and productive way.
26. Demonstrates and interprets the library program to school personnel and the community.
27. Communicates effectively with students, staff, parents, and community while projecting a positive

image that enhances the library media center/district mission.

- 28. Supports programs and actions that facilitate a positive and caring climate for learning in an orderly, purposeful environment.
- 29. Organizes the storage and handling of audiovisual materials for convenience, availability, and effective use.
- 30. Arranges for the maintenance and repair of equipment.
- 31. Keeps informed of new developments and trends in the field of multimedia instruction so innovations and materials may be tried in the district.
- 32. Performs other tasks and assumes such responsibilities as may be assigned.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with K.S.A. Chapter 72 Article 90.

PHYSICAL REQUIREMENTS OF THE JOB: An X indicates it is a requirement.

- 1. Very rarely requires exertion beyond walking.
- 2. Very rarely requires physical exertion beyond walking or climbing stairs.
- 3. Requires prolonged (over 50% of the time) standing and walking.
- 4. Requires prolonged (over 75% of the time) standing and walking.
- 5. Occasionally requires physical exertion to manually move, lift, carry, pull, or push heavy* objects or materials.
- 6. Frequently (over 20% of the time), requires physical exertion to manually move, lift, carry, or push heavy* objects or materials.
- 7. Frequently (over 33% of the time), requires physical exertion to manually move, lift, carry, or push heavy* objects or materials.
- 8. Over 50% of the time, requires physical exertion to manually move, lift, carry, or push heavy* objects or materials.
- 9. In addition to items 5, 6, 7, or 8, occasionally requires physical exertion to manually move, lift, carry, or push heavy objects weighing more than 50 pounds.
- 10. Driving skills and physical ability required to drive vehicle.

Note: * "heavy" means not over 50 pounds

I have reviewed this job description and will fulfill the duties described.

Signature

Date

An Equal Employment/Educational Opportunity Agency

Unified School District 407 does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning Unified School District 407 compliance with the regulations implementing Title VI, ADA, Title IX, or Section 504 is directed to contact the Unified School District 407 Superintendent, 802 N. Main, Russell, Kansas 67665, 785-483-2173.