

NOVATO UNIFIED SCHOOL DISTRICT

TITLE: LIBRARY MEDIA SPECIALIST

SALARY: RANGE 30 – CLASSIFIED SALARY SCHEDULE

BASIC FUNCTION:

Under the direction of an assigned site administrator, perform a variety of library duties involved in the acquisition, circulation, maintenance and distribution of library books, and instructional materials at an assigned school site. Assist students and teachers in the selection, location and use of library materials and equipment to support instruction.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of library duties involved in the acquisition, circulation, maintenance and distribution of library books, non-book media (including any District-issued devices) and instructional materials at an assigned school site; process new books and instructional materials; responsible for the cataloging of books and instructional materials.

Process, oversee and distribute textbooks and other instructional materials; collect books and non-book media (including any District-issued devices) from students; replace lost or damaged books and non-book media (including any District-issued devices); maintain related records; process billing for lost or damaged books; maintain related records of library issued devices (e.g. Chromebooks, headphones, etc.).

Perform a variety of duties related to library circulation; check books and textbooks in and out; input student and staff information into an assigned database; cataloging procedures; import book records; weed and delete records as required.

Assist with instructing students in proper methods of utilizing library and reference materials and computers for research projects; monitor and maintain acceptable student behavior; assist students with identifying age and grade appropriate book selection.

In collaboration with the Classroom Teacher, provides guidance in the use of the internet and other technology to locate information aligned with the classroom, school and District objectives for learning.

Works with classroom teachers to integrate the library skills' instructional program with the grade level curriculum and instructs students in online research and information literacy skills.

Maintain existing library collection; process new books; mend and repair damaged books; order and select new books, supplies and other materials in accordance with District policies and procedures; stamp and barcode books and input information into an assigned database

Maintain library facility in clean and safe condition; straighten shelves, dust and clean tables; maintain library computers as assigned by the position.

Operate a variety of office and library equipment including a calculator, copier, fax machine, computer and assigned software.

Maintain a variety of records related to library books, instructional materials, student information, inventory and assigned activities; establish and maintain filing systems.

Arrange and prepare bulletin boards, library displays and special book selections as assigned by the position.

Inspires and encourages independent reading and promotes interest in children's literature through positive and welcoming interactions.

Communicate with personnel and outside agencies to exchange information and resolve issues or concerns; assist with organizing and conducting library events including book fairs, clubs and other events promote library events and incentive programs as assigned by the position.

Prepare, process, and code purchase orders and invoices for the library as directed; monitor library expenditures and budget; reconcile assigned accounts.

In conjunction with the site administrator, implement strategies to increase the effective use of the Library through collaboration with the classroom teachers to identify relevant content and by recruiting, training and scheduling student workers and volunteers as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Children's and young adult's literature
- Curriculum subject areas and appropriate library access needs for students at an assigned site
- Basic research methods
- Modern office practices, procedures and equipment
- Record-keeping and filing techniques
- Interpersonal skills using tact, patience and courtesy
- Oral and written communication skills
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Operation of a computer and assigned software, including software used by students for word processing and research

ABILITY TO:

- Perform a variety of library duties involved in the acquisition, circulation, maintenance and distribution of library books and other instructional materials at an assigned school site
- Assist students and teachers in the selection, location and use of library materials and equipment
- Check books and other instructional materials (including "loaner" devices) in and out of the library
- Maintain library in a neat and orderly condition
- Process and shelve library materials
- Learn, interpret, apply and explain applicable policies, procedures, rules and regulations
- Monitor and maintain acceptable student behavior in the library
- Complete work with many interruptions and a minimum of supervision
- Answer telephones and greet the public courteously

- Communicate effectively both orally and in writing
- Establish and maintain effective working and cooperative relationships with others
- Use a computer for word processing, database management and spreadsheets
- Meet established schedules and timelines

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year of general clerical, college or library experience. Experience in using information technology and software data entry, filing and data retrieval.

OTHER REQUIREMENTS:

- Department of Justice fingerprint clearance
- TB clearance

WORKING CONDITIONS:

ENVIRONMENT:

- Library environment
- Constant interruptions

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate a computer keyboard
- Seeing to read a variety of materials and monitor student behavior
- Hearing and speaking to exchange information in person or on the telephone
- Sitting or standing for extended periods of time
- Bending, crouching, kneeling and stooping to reach materials
- Reaching overhead and horizontally to retrieve and store files and supplies
- Lifting, carrying, pushing and pulling moderately heavy objects as assigned by position

Novato Unified School District prohibits, at any district school or school activity, discrimination, harassment, including sexual harassment, intimidation, and bullying, based on actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or association with a person or group with one or more of these actual or perceived characteristics. This shall apply when applicable, to interns, volunteers, and job applicants.

For questions, concerns or complaints, please contact the District Equity and Title IX Compliance Officer: Human Resources Administrator; 1015 Seventh Street, Novato, CA 94945; (415) 493-4207; hradmin@nUSD.org.