



# Moraga School District

1540 School Street  
Moraga, CA 94556  
Julie C. Parks Ed. D., Superintendent

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## CLASSIFIED EMPLOYMENT OPPORTUNITY

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***Posted: September 17, 2024***

***Date Due: Until filled***

**POSITION: Library Media Specialist – Joaquin Moraga  
(.8 FTE), 11 Month Position  
Rate of Pay: \$23.99-\$29.18/hour dependent on experience**

**Definition:** Under the supervision of the school principal, to assume responsibility for library services coordination, implementation of the library program, and perform related work as required for students and staff.

**Representative duties:**

- Select and purchase quality library books, audiovisual materials and digital resources related to the curriculum
- Plan and teach library, information literacy, and research skills as an integral part of the curriculum.
- Serve as a resource for teachers in supporting their classroom curriculum efforts.
- Promote reading and guide students in the selection of reading and research materials.
- Process new library materials using the Dewey Decimal system guidelines and prepare for circulation
- Promote, circulate, maintain and inventory library books and materials.
- Plan and coordinate daily library schedules and activities to meet grade level needs
- Conduct classes in literature appreciation, research, and/or information literacy skills for students
- Keep current with state adopted curriculum frameworks
- Recruit, train, coordinate volunteers and supervise students
- Assist teachers, students and volunteers to become aware of and to locate library books, magazines, and audiovisual materials
- Assist students to develop self-discipline and responsibility in the use of library materials and equipment
- Serve on school-based and district wide committees
- Maintain an attractive, orderly library environment, and enforce reasonable standards of student behavior in the library
- Participate in library staff meetings and in-service activities as they pertain to job description
- Plan, publicize, and coordinate an annual Book Fair to promote reading and raise funds for the Library
- Establish and maintain interpersonal relations with school community members
- Perform minor repairs on library materials and equipment
- Other related duties as assigned

**Ability to:**

- Communicate effectively with students, staff, and parent community.
- Perform clerical work using independent judgment.
- Organize and conduct lessons in information literacy and research skills.
- Apply specific rules and procedures used in a library setting.
- Operate standard office machines, computers, and library software programs.
- Follow and provide oral and written instructions.

**Knowledge**

- Standard library terminology, practices, and procedures, including the Dewey Decimal System.
- Basic knowledge of quality, age-appropriate fiction and non-fiction materials.
- Basic principles of cataloging and organizing library materials.
- Computers, mobile devices, and appropriate library software.
- Correct English usage, spelling, grammar, and punctuation.
- Organize, manage, and maintain the library including:
- Maintain an organized, attractive physical appearance of the library
- Supervise the circulation process
- Manage the budgets and purchase orders for purchasing library books and materials
- Manage the library collection by selective purchasing and weeding basic process involved with purchase orders for ordering, receiving, placing and issuing books and materials
- Basic budgeting
- Financial and statistical record keeping
- Effective oral and written communication

**Skills**

- Computer skills in a variety of computer programs

**Education:** High school diploma or equivalent, preferably an Associate of Arts degree or certificate in library media technology; and any combination of training and experience that could provide the desired knowledge and abilities.

**Experience:** Two years experience working in a library or one-year course work in library studies.

**Physical Requirements:** While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear, use hands and fingers; occasionally required to handle, feel or operate objects, reach with hands and arms, stoop, kneel, crouch; must occasionally lift and or move up to 25 pounds; specific vi

*To apply: Please complete an application (found on the district website)*

*And include a cover letter and resume.*

*Send to Lisa Crouch by email, mail, fax or drop by*

**<http://district.moraga.k12.ca.us/>**

**or the District Office, 1540 School Street, Moraga, CA (925) 376-5943**

For more information, please contact Lisa Crouch at 925.377.4162 or [lcrouch@moraga.k12.ca.us](mailto:lcrouch@moraga.k12.ca.us)



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## Moraga School District NONDISCRIMINATION STATEMENT

The Moraga School District is committed to providing a working and learning environment that is free from unlawful discrimination and harassment. The District prohibits discrimination and harassment based on an individual's actual or perceived age, ancestry, color, disability, ethnic group, identification, gender, marital status, national origin, race, religion, sex, sexual orientation, on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, or any other basis protected by federal, state, local law, ordinance, or regulation.

Additional information prohibiting other forms of unlawful discrimination or harassment, inappropriate behavior, and/or hate crimes may be found in District policies that are available in all schools and offices.

For inquiries or complaints related to discrimination or harassment based on the individual's actual or perceived age, ancestry, color, disability (mental or physical), ethnic group identification, gender, gender identity, national origin, race, religion, sex, or sexual orientation, contact:

Moraga School District  
Director of Pupil Services  
District Section 504 and Title IX Coordinator  
(925) 376-5943

For more information:

Equal Employment Opportunity Commission  
1-800-669-4000  
1-800-669-6820 (TTY)  
info@eeoc.gov