



MORAGA SCHOOL DISTRICT – HUMAN RESOURCES

Title: Library Media Specialist

Reports to: Site Principal

Work Year: 10.5 Month, full time or part time position

Salary Range: 7

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



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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 vision abilities required by this job include close vision and the ability to adjust focus.