

DISTRICT LIBRARIAN / MEDIA SPECIALIST**DEFINITION:**

Under the direction of an assigned administrator, the District Librarian/ Media Specialist will coordinate, implement and oversee the use of automated and manual instructional materials and related multi-media equipment; organize, provide, and maintain library media services, materials, and equipment to meet the instructional and informational needs of students and faculty; coordinate, implement, and conduct instruction services for students in the effective use of information resources, print resources, digital media, Makers Lab Resources, and STEM Kits. The library media program is essential to learning and teaching and must be fully integrated into the curriculum to promote students' achievement of learning goals and development of 21st Century skills. It provides comprehensive services related to the organization and management of print, digital, and related information technologies to provide equitable instruction and access by the educational community to information resources that support teaching and learning. The Librarian/ Media Specialist will perform a variety of responsible duties involving family literacy, increasing access to literature, supporting supplemental instructional activities, and supporting intervention programs.

QUALIFICATIONS:

Experience: At least 1 year working in a library/media center using library reference systems, procedures, and technology

Education: Valid California Teaching Credential and Teacher Librarian Service Credential; CLAD or equivalent

Other: California Driver License; this position requires the use of the employee's personal vehicle

DISTINGUISHING CHARACTERISTICS:

- Perform essential job functions and job task requirements
- Promote educational excellence for all students
- Exhibit sensitivity to diversity, cultural competency, equity, and access
- Be an effective team member
- Demonstrate skills collaborating with teachers, administrators, and District personnel

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Under the direction of assigned administrator, incumbent will:

- Organize, provide, and maintain library/technology media services, materials, and equipment to meet the instructional and informational needs of students and faculty.
- Select, acquire, catalogue, check out, and assure the timely return of multi-media equipment, textbooks, and other instructional materials.
- Coordinate, implement, and conduct instructional services for students and personnel in the effective use of information resources.
- Provide reference and research services as well as reading selection guidance to students and faculty.
- Communicate with students, parents, and District personnel to exchange information and resolve issues or concerns related to library services, information resources, instructional materials and equipment, and assigned activities.
- Compile information, prepare, and maintain a wide variety of financial and statistical data.
- Process a variety of forms and applications related to library activities.
- Monitor inventory levels of library supplies, equipment, and textbooks; order supplies and equipment as necessary.
- Monitor equipment and process work orders as needed.
- Coordinate and oversee the ordering, processing, and distribution of textbooks and other multi-media materials.
- Prepare and maintain the library media budget; work with library technicians to monitor and record expenditures.
- Train and provide work direction and guidance to assigned library personnel and student assistants.
- Attend and participate in assigned meetings, conferences, and committees.
- Check in and out, reference, and catalog books and materials at the circulation desk that support instructional activities.
- Model and develop an appreciation for reading by providing high interest reading materials at a variety of reading levels, within a variety of mediums.
- Distribute library resources to support the instructional programs at the school site.
- Support student achievement through teaching and collaborative planning (using ADDIE or like model) with certificated staff and other members of the school community.
- Provide in-service training and information for teachers on communication tools to engage students in reading, the development of innovative instructional activities, and integration of resources and technology into the curriculum.
- Plan and supervise assignments for paraeducators, volunteers, and student teachers and provide feedback to building administration as requested.
- Assure that the library/multimedia/resource center has enough appropriate materials to support implementation of the International Baccalaureate Diploma Program.

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- Afford parents with opportunities to participate in the education of their children by coordinating parent workshops, book clubs, book fairs, and family literacy events.
- Provide families with opportunities to increase literacy in the home by assisting parents and students in the selection of reading materials aligned to individual reading levels.
- Assist with meeting the instructional needs of students with a focus on at-risk students of poverty, English Language Learners, Foster Youth, and young children in need of reading assistance.
- Maintain discipline and quiet among students using the library.
- Model and promote the principles of intellectual freedom and ethical/legal use of information.
- Attend established traditional school-sponsored events such as Back to School Night, Open House, and other programs and activities.
- Serve on District committees that assist adoption of curriculum and enhance instruction to include the full range of literacy skills (information, media, visual, digital, and technological literacy).
- Serve on District Technology Committee.
- Model and promote copyright, fair use, and licensing of intellectual property, and assist users with their understanding and observance of the same.

KNOWLEDGE:

- California Education Code as it relates to library standards
- Library and multi-media terminology, procedures, practices, and processes
- Methods of research and collection development of information resources
- Methods for maintenance of print and multi-media resources
- Inventory practices and principles
- Library reference materials and sources

ABILITIES AND SKILLS:

- Written and verbal communication skills
- Work effectively with students and District personnel
- Ability to communicate with diverse students with various abilities and interest levels
- Type at a minimum of 35 words per minute from a clear copy
- Analyze situations and adopt a course of action; solve many problems independently without supervision
- Train and supervise staff and others assigned to the library

PHYSICAL REQUIREMENTS:

Physical Abilities include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

Significant physical abilities include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.
- Employee in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public.
- While performing the duties of this job, the employee may work outside in variable weather conditions.