



Classification Specification

LIBRARY MEDIA/TECHNOLOGY SPECIALIST

Department:	Instructional Assistance/Media
Reports To:	Site Administrator
Supervises:	Library/Media Assistant
Approval Date:	June 24, 2020
Revised Date:	2010, 2020

General Description:

Perform a variety of specialized library/media center duties in the acquisition, circulation, maintenance, and distribution of books and instructional materials at a school site library/media center; orient students and staff to the available instructional resources, including media, library materials, computers, and instructional television; assist students and teachers in the selection, location, and use of library materials and equipment.

Essential Duties and Responsibilities:

- Develop plans to acquire, maintain, update, and catalogue the site's library collection; serve as site librarian; process library material circulation transactions; process new library and media materials.
- Serve as a lead for the school site's instructional technology.
- Maintain inventory of books, supplies, student devices, and media equipment; receive, fill, and distribute orders for library/media center materials; make minor repairs on books; collect and process monies for books and fines.
- Acquire up-to-date materials pertinent to the educational program; ensure staff is aware of and familiar with the materials.
- Assume responsibility for technology at an assigned school; repair equipment used in or distributed through the school library/media center; make minor repairs and adjustments to equipment; ensure compliance with software security issues; reset passwords for accounts in Google, Classlink, I-ready, Think central, Accelerated Reader.
- Maintain a working knowledge of computer hardware and software; assist staff and students in creating multimedia programs.

- Distribute and setup multiple media equipment; organize and prepare computer lab and software for scheduled classes; install software on a variety of computers; upgrade computer systems as needed.
- Assist staff with technology needs and related issues; communicate technology needs to the District; request new student accounts.
- Proctor and set-up student testing; maintain the library management system; prepare new devices for distribution for distribution.
- Assist parents with questions and problem regarding textbooks and technology; create the library/innovation lab master schedules.
- Create new Accelerated Reader accounts for students and teachers; facilitate training and support staff in the use of media and instructional technology; inventory school material and equipment in the media center.
- Orient students and staff to the available instructional resources, including media, library materials, computers, and instructional television.
- Organize and supervise checkout of textbooks to students and staff, before school starts, during the year, and at the end of the school year.
- Maintain records of textbook inventory, including ordering with other school sites to share curriculum materials; prepare and gather information for teaching units as requested by staff.
- Distribute and set-up multiple student devices for student use; check out devices to students; assess devices for damage and troubleshoot basic computer software and hardware repair needs.
- Prepare necessary reports and information pertaining to the use of the media center, student devices, and software.
- Maintain a neat, orderly, and attractive learning environment.
- Assist staff in the use of media and instructional technology.
- Make minor repairs and adjustments to equipment.
- Assist teachers in planning for the use of instructional technology.
- Prepare correspondence, purchase orders, and reports.
- Serve on school planning committees and district committees as appropriate; supervise library/media center personnel, students, and volunteers.
- Operate a variety of office and library/media equipment including a computer and assigned software.
- Communicate with personnel, students, parents and outside agencies to exchange information and resolve issues or concerns.
- Perform other duties as required, related to the primary job duties of the assigned position.

Required Qualifications:

Knowledge of:

- Functions, operations and maintenance of a school library/media center.
- Library/media center practices, procedures, reference materials and terminology.
- Data entry and retrieval techniques.
- Library cataloging and classification.
- Filing and indexing procedures.
- Record-keeping techniques.
- Basic computer and software troubleshooting techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.

- Oral and written communication skills.
- Modern office practices, procedures and equipment.
- Computer systems, including basic hardware troubleshooting, repair and software installation.
- Standards and processes for ordering, receiving, placing, issuing, and evaluating materials and books.
- District rules and regulations relating to the purchasing and distribution of materials.
- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Perform a variety of specialized library duties in the acquisition, circulation, maintenance and distribution of books and instructional materials at an assigned school site.
- Assist students and teachers in the selection, location and use of library materials and equipment.
- Organize, distribute and store library, textbooks and audio-visual materials.
- Provide general and reference assistance to students and teachers.
- Learn curriculum, reading levels and appropriate reference materials.
- Monitor and maintain acceptable student behavior in the library.
- Process and shelve library materials.
- Inventory, order, receive and assist in the selection of instructional materials and equipment.
- Proctor and set-up testing.
- Operation of a computer and assigned software.
- Maintain files and records.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies, and procedures.
- Understand and follow oral and written instructions.
- Troubleshoot and make minor repairs on computer systems, including basic hardware and software installation.
- Type and input data accurately at a reasonable speed.
- Maintain a working knowledge of computer hardware and software.
- Serve as a lead for the school site's instructional technology.
- Organize and supervise special events such as book fairs, science fairs, video programming, film festivals, and other programs that support the instructional programs of the school site.
- Maintain cooperative relationships with those contacted in the course of work.

Education: One of the following: High school graduation or equivalent GED and the successful completion of a comprehensive exam in the areas of reading, math, and written language. Completion of an Associate of Arts (AA) degree. 48 units of course work at the college level.

Experience: Three (3) years of library/media center experience, including one (1) year of experience in computer application and instructional television.

Licenses, Certifications, and other requirements:

- Successful completion of an exam that assesses the individual's ability to work with children.
- Proof of current and valid Tuberculosis screening.

Desirable Qualifications:

- Some coursework in library science is desirable, but not required.

Working Conditions:

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.

While performing the duties of this job, the employee regularly works in an:

- Indoor/library media center work environment.
- Moderate noise levels.
- Contact with students, teachers, and staff.
- Fast-paced work environment with changing priorities.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable the individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to:

- Stand and/or walk for extended periods of time.
- Work sitting at a desk or table.
- Hear and understand speech at normal levels.
- Communicate so that others can clearly understand normal conversation.
- See for the purpose of reading or observing students.
- Bend, stop, kneel, and reach in all directions.
- Operate computers and other office equipment.
- Lift and/or move objects up to 50 lbs. in weight.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.