

TEMPLE CITY UNIFIED SCHOOL DISTRICT

INSTRUCTIONAL RESOURCE SPECIALIST

SUMMARY:

The Instructional Resource Specialist provides the leadership necessary to ensure that instructional resources and instructional technology are an integral part of the school program.

The Instructional Resource Specialist assumes the responsibility for the accomplishment of a wide variety of complex and technical work necessary for the operation of the site Media Center

DEGREE OF SUPERVISION:

The Instructional Resource Specialist is under the supervision of the site administrator or designee.

Job Evaluations will be completed by the site principal or designee, with input from the appropriate certificated staff. Evaluations will be done on the schedule defined by the collective bargaining agreement.

DUTIES AND TASKS:

(All duties and tasks are essential unless noted with an S)

1. Perform duties as the site librarian.
 - A. Develop plans to acquire, maintain, update and catalogue the site's library collection;
 - B. Acquires up-to-date materials pertinent to the educational program and ensures that staff is aware of and familiar with the materials;
 - C. Orients students and staff to the available instructional resources including media, library materials, computers, and instructional television;
 - D. Prepares and gathers information for teaching units as requested by staff;
 - E. Prepares necessary reports and information pertaining to the use of the media center; and
 - F. Maintains a neat, orderly and attractive learning environment.
2. Assume responsibility for technology at the school site.
 - A. Facilitate training and support staff in the use of media and instructional technology;
 - B. Maintain a working knowledge of computer hardware and software;
 - C. Assist staff and students in creating multimedia programs;
 - D. Assume responsibility for the maintenance and repair of equipment used in or distributed through the school media center;
 - E. Make minor repairs and adjustments to equipment;
 - F. Inventory material and equipment in the media center and throughout the school;
 - G. Assist teachers in planning for the use of instructional technology;
 - H. Provide in-service to staff regarding the use of equipment and materials;
 - I. Operate office machines;
 - J. Type correspondence, purchase orders, and reports; and

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- K. Record and duplicate audio programs, video programs, and other material (S).
- 3. Provide supervision and leadership.
 - A. Serves on school planning committees and District committees as appropriate; and
 - B. Supervises other media center personnel, students, and volunteers.

KNOWLEDGE, SKILLS, AND ABILITIES:

- 1. Working Knowledge
 - A. Procedures and terminology necessary for the cataloging of library books and materials;
 - B. Computer systems including basic hardware troubleshooting and repair and software installation;
 - C. Standards and processes for ordering, receiving, placing, issuing and evaluating materials and books;
 - D. District rules and regulations relating to the purchasing and distribution of materials;
 - E. Standard office methods, practices, procedures, and machines;
 - F. Applications for instructional television.
- 2. Skills
 - A. Basic repair of computers;
 - B. Speak and write correct English usage and spelling;
 - C. Do basic math;
 - D. Compile and maintain records and reports that are accurate and complete;
 - E. Type at a reasonable speed with accuracy;
 - F. Understand and carry out oral and written directions.
- 3. Abilities
 - A. Supervise staff for the efficient operation of the instructional resource center;
 - B. Serve as a lead for the school site's instructional technology;
 - C. 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;
 - D. Maintain cooperative relationships with those contacted in the course of work.

QUALIFICATIONS:

Education and Experience

- 1. Education and Experience
 - A. One of the following:
 - 1) Completion of an Associate of Arts (AA) degree;
 - 2) 48 units of course work at the college level;
 - 3) High School Diploma **or** GED **and** the successful completion of a comprehensive exam in the areas of reading, math, and written language.
 - B. Successful completion of an exam that assesses the individual's ability to work with children.

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<p>C. Three years of library/media center experience including one year of experience in computer application and instructional television.</p> <p>D. Coursework in library science preferred.</p> <p>2. Other Requirements</p> <p>A. Tuberculosis screening and clearance every four years</p>
<p>PHYSICAL DEMANDS:</p> <p>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.</p> <p>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, stoop, kneel and reach in all directions; operate computers and other office equipment.</p> <p>The employee may frequently be required to lift and/or move objects up to 50 pounds in weight.</p> <p>The employee is occasionally required to stand on a ladder up to four (4) feet off the ground.</p>
<p>WORK ENVIRONMENT:</p> <p>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.</p> <p>While performing the duties of this job, the employee regularly works in an indoor environment with moderate noise levels. The employee has regular contact with school age children and school staff.</p>
<p>Pay Range 23</p>