



Ross Valley School District

LIBRARY SPECIALIST

Department/Division:	Education Services
Reports To:	Principal
Provides Direction To:	NA
Classification Status:	Classified
Board Adopted:	March 28, 1996
Board Revised:	January 2008; September 10, 2019

GENERAL PURPOSE

This is a classified position within the Education Services Department. Under the direction of the site Principal and technical supervision from the Education Services Department, the Library Specialist is responsible for the school library and related programs. The Library Specialist provides a range of library services to individuals, groups and classes. The Library Specialist works with teachers, staff, and volunteers who use the library during its hours of operation.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties and responsibilities in this section are representative of this position and are intended only as illustrations of the various types of work that may be performed. This list is not intended to be an exhaustive list of all the tasks assigned, and the omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

- Assesses the needs of the library and researches appropriate books and materials to support curriculum and literacy development in collaboration with certificated personnel.
- Uses an automated library and student information systems and other online, computer, and communication systems.
- Prepares library books and materials orders within budget allocations and prepares new books and materials for circulation; shelves library books and materials.
- Maintains circulation records, mends and repairs library materials, issues overdue notices and works with school administration as needed for student reimbursement of lost and/or damaged materials.
- Conducts library inventory, prepares reports as needed, and discards library books and materials in accordance with district procedures.

- Provides information about the use of the library including locating books and materials.
- Promotes reading and the library through a variety of activities, including, but not limited to, events, displays, school newsletter and website articles, and/or presentations (e.g. birthday book club, read-a-thon, Read Across America, book review).
- Recommends and provides resources that are age appropriate to support and enhance the curriculum (e.g. for projects and assignments).
- Provides students and staff access to the library in accordance with an established schedule.
- Participates in training and district library meetings, as applicable.
- Supervises students under their care; reinforces acceptable student behavior in accordance with schoolwide learning and behavior management protocols.
- Performs other related duties as assigned.

EDUCATION AND EXPERIENCE

Required

- High School graduate or equivalent.

Preferred

- Some college or equivalent, with course work in children's literature.
- Experience working with children, in a library, and/or in an educational setting.
- Knowledge of authors and books in the field of children's literature and education.
- Any combination of experience and training which would indicate possession of knowledge, skills and abilities listed in this job description.

MINIMUM REQUIREMENTS

Knowledge and Abilities:

- Perform essential duties and responsibilities of position while meeting the physical and mental requirements necessary to safely and effectively perform assigned duties.
- Maintain effective communication, problem-solving skills, and collaborative relationships with those contacted in the course of work.
- Demonstrate initiative and ability to effectively organize, plan, coordinate, and direct a variety of services.
- Ability to work independently and make sound independent judgments, including adapting to changing technologies utilized (e.g. computers, programs, and systems).
- Communicate effectively, both orally and in writing, utilizing proper spelling, grammar, and punctuation.
- Learn and follow the practices, rules, and regulations of the District and the school to which assigned; maintain the confidentiality of school-related information.
- Perform clerical work, including but not limited to filing, indexing, and cross-referencing, with speed and accuracy.

- Knowledge of basic budgeting and accounting in order to accurately and effectively manage the program budget.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The usual and customary methods of performing the job's functions require the following physical demands: regularly required to sit and stand (up to 1 hour at a time), walk, talk, see or hear; use hands to finger, handle, or feel; some lifting, carrying, pushing, and/or pulling (up to 40 pounds); frequently required to reach with hands and arms, climb or balance; and stoop, kneel, or crouch; hearing and speaking capacity to be heard in normal conversations in person or on telephone as well as to effectively exchange information; vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Generally, the job requires 30% sitting, 30% walking, and 40% standing.

While performing the duties of this position, the employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple and concurrent tasks; work with frequent interruptions; work under deadlines; demonstrate judgment and professionalism when interacting with District and program personnel, school administrators, managers, staff, vendors, the public, and others encountered in the course of work. The employee must be able to work independently. The employee occasionally may deal with dissatisfied or quarrelsome individuals.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees in this position regularly work in an indoor environment. The employee will mostly work under conditions which are typically quiet but may encounter moderate noise level regularly throughout the work day. The employee may drive to District sites, training and meeting facilities, and other locations as needed.