

ROSS VALLEY SCHOOL DISTRICT

LIBRARY SPECIALIST

SUPERVISION EXERCISED AND RECEIVED:

Under supervision and direction of the school Principal.

DISTINGUISHING CHARACTERISTICS:

This is a specialized school library paraprofessional who is responsible for the school library/media center and programs. Supervises individuals, groups and classes using the library during its hours of operations, supervises the training and work of Library Aide and library volunteers, and supervises the operation of the library computer lab.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

Clerical and Computer-related duties:

- Fills requests from school for library materials;
- Performs minor material mending tasks;
- Readies all new books and materials for circulation;
- Utilizes and trains library staff to use automated library system, such as Winnebago or other automated library system; Carter-Pertaine, Power School or other school information system, as applicable; Follett Computer Book Ordering System; other computer programs for word processing, spreadsheets, data bases, Internet, or multi-media, as they relate to library research and information or communication needs;
- Maintains computerized book catalog system, issues overdue notices, and maintains circulation records and any other forms/information used in conjunction with the operation of the school library;
- Compiles bibliographies;
- Coordinates informal and class use of computer lab;
- Interacts with information technology for the maintenance and operation of hardware;
- Coordinates and conducts year-end library inventory; prepares year-end library report;

Para-Professional services:

- Conducts orientation classes for students;
- Provides information about and promotes library programs, special events, etc., through newsletter and other communications;
- Promotes the use of library materials through bulletin boards/other technologies, special events, articles, displays, and/or oral presentations;
- Develops special materials and units to support and enhance the curriculum;
- Fills staff requests for materials that are age appropriate and support curriculum;
- Assesses the material needs of the library and researches information, prior to purchases, for appropriate books and computer software/electronic databases to support curriculum, research, and literature;
- Develops “in library” curriculum to support Information Literacy Program;

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- Participates in development and implementations of school- and district-wide Information Literacy Program;
- Provides informal and small group opportunities for assistance with computer skills and/or classroom projects and assignments;
- Maintains an orderly library and enforces appropriate standards of behavior through accepted discipline practices;
- Prepares textbook orders, completes annual inventory, and distributes orders received;
- Maintains records of budget expenditures for all orders;
- Other related duties as assigned.

MINIMUM/DESIRED REQUIREMENTS:

Knowledge of:

- Standard library practices, terminology and procedures;
- Basic reference materials and methods;
- Audio-visual aids;
- Major authors and books in the field of children's literature and education;
- Typing, filing, indexing and cross referencing procedures;
- Office machines, including computer.

Ability to:

- Perform reference work and assist students and teachers in the selection of library material;
- Perform responsible clerical work with speed and accuracy;
- Maintain order in the library;
- Make sound independent judgments;
- Meet the physical requirements necessary to safely and effectively perform assigned duties;
- Maintain effective work relationships with those contacted in the performance of required duties;
- Learn and follow the practices, rules, and regulations of the District and the school to which assigned;
- Dress appropriately for a school setting;
- Maintain the confidentiality of school related information.

EDUCATION:

- High School graduate or equivalent.
- Some college or equivalent, with course work in children's literature is desirable.

EXPERIENCE:

- Any combination of experience and training which would indicate possession of knowledge, skills and abilities listed above.

Last Approved: March 28, 1996

Last Revised: January 2008