



Manhattan Beach
Unified School District

Library Media Specialist

Department/Division:	Educational Services
Reports To:	Principal
Provides Direction To:	NA
FLSA Exemption Status:	Classified Bargaining Unit
Date Prepared:	June 21, 2013
Date Approved by Personnel Commission:	July 15, 2013
Date Adopted by Board:	March 19, 2014
Salary Range:	Range: 16

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

DEFINITION Under general supervision, to operate a school library media center; to perform a variety of responsible library media clerical work that involves use of specialized library computer software; to maintain complex records regarding the ordering of reading and reference books and audio visual materials; to assist students, faculty, parents and community in the use of the library media center; to participate in the development of goals, objectives, programs and procedures of the library media center and to perform related work as required.

CLASS CHARACTERISTICS Positions assigned to elementary and middle schools operate a library center under the general supervision of the school principal. They work in a large, technical library environment which involves use of specialized library computer software, oversee a number of computer stations and offer library resource assistance to students and faculty. Incumbents have considerable independence in the operation of the library within an established framework and in the selection of materials for collection. Incumbents purchase print materials, media and equipment from District, PTO, and other funding sources. Positions assigned to the high school work under the general supervision of a professional librarian. They work in a large technical library environment which involves use of specialized library computer software and library resource assistance to secondary students and faculty.

EXAMPLES OF DUTIES* The tasks listed in this section are representative of duties assigned to positions in this class. This list is not intended to be an exhaustive list of all of the tasks assigned to positions in the class, and it is not expected that all of the tasks listed are necessarily assigned to all positions in the class.

- Circulate library materials both print and media to students, teachers, parents, other schools; confirm requests for said materials; follow up to ensure return of items as scheduled; coordinate items used to accommodate conflicting requests.
- Check materials, books, magazines, videos, and A V equipment in and out using automated processes.
- Consult with and seek teacher input, preview and test materials, research and read reviews and purchase new-materials and equipment; evaluate materials for relatedness to state framework and district curriculum; select media and technology and equipment for purchase.

- Catalog instructional materials, maintain current inventory of collections and prepare listings to inform users of content of collection and generate specific bibliographies to assist teachers, students, and parents.
- Maintain library material by inspecting and making repairs.
- Administer approved budget and grant funds to make appropriate purchases.
- Use record processing, spreadsheet and database computer software to maintain records and statistics and generate reports.
- Publicize library media center services in PTA and school newsletters and by visiting classrooms, assisting teachers, attending meetings and encouraging school students and staff to visit.
- Participate as a member of committees and teams, attend conferences and workshops, attend site meetings, read journals and publications to remain abreast of the state-of-the-art particulars in the area of library and educational technology.
- Write grants for library print and instructional media and technology.
- Prepare purchase requisitions, work order requests and other standard forms, compose and keyboard correspondence, lists, catalogs, and related documents, compile reports of program activity and service.
- Serve as an advisor as it relates to, information resource for students, teachers, administration, and parents.
- Assist in the development of plans to use technology in the library media center.
- Create displays of library media collection.
- Instruct teachers and students on library software, assist students in use of computers.
- Deliver equipment and media to teachers to meet essential needs and maintain schedule of circulation.
- Prepare lessons and learning activities and teach library information skills to students.
- Receive monies and maintain records for lost/damaged books.
- Maintain and update library automation software program, shelve books and equipment, and remove obsolete materials (books, a/v materials, etc.) From library collection.
- Prepare and present reading programs and book talks to students.
- Assist students, staff, and parents in using the library and locating materials.
- Maintain a learning environment in the library media center by enforcing classroom standards.
- Operate specialized library software to access periodicals, newspapers, articles, bibliographic data, literary criticism, encyclopedia and other references.
- Instruct and or assist students, teachers and staff on the operation of the Internet.
- Maintain written and verbal communications with administration, faculty, students and parents, PTAs, grant sources, community service organizations, vendors.
- Catalog library materials using professional cataloging materials, such as Sears List of Subject Headings and the Dewey Decimal Classification.
- Schedule and fill requests for media and equipment.
- Maintain operation of audio visual equipment.
- Train and monitor parent volunteers in library operations.
- Train and monitor student assistants in library operations.
- Select, evaluate and control books for teachers working on specific class projects.
- Evaluate material donations from parents; receive monies and prepare receipts for parents buying gift books.
- Inventory library print material, audiovisual materials, equipment.
- Prepare bibliographies to coordinate with curriculum.

- Maintain and file catalogs and manuals.
- Install software on library computer stations. Maintain, troubleshoot, administer library computers, printers, scanners, digital cameras and instruct teachers, parents, students and volunteers in use of same.
- Decorate library and prepare book displays; design bulletin boards.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Dewey Decimal System, Sears Subject headings and American Library Association filing rules at a fundamental level
- Modern office methods and procedures
- Filing methods, record keeping and standard office equipment operation
- Proper English usage, grammar, spelling and punctuation
- Library methods, practices and terminology
- Book binding and repair
- Record keeping techniques
- Microcomputer operation
- Basic mathematics

Ability to:

- Use Dewey Decimal System and basic library reference materials
- Assist teachers and students with special projects and use of the library
- Maintain discipline and order among students using the library
- Order, process, distribute, and maintain records on library materials
- Distribute video, audio, and special learning equipment
- Operate microcomputers and software
- Operate audio visual and office equipment
- Make accurate arithmetic calculations
- Operate a typewriter keyboard with accuracy
- Understand the needs of students at the respective age level and possess an ability to relate to children
- Learn pertinent procedures and functions quickly and apply them without immediate supervision
- Maintain files and records of average complexity
- Understand and carry out oral and written instructions
- Recognize hazards to safely
- Establish and maintain effective relationships with those contacted in the course of work

TRAINING AND EXPERIENCE Any combination of training, education and experience which demonstrates possession of the knowledge and abilities slated above, and the ability to perform the duties of the position. A typical qualifying entrance background is entry-level experience performing library work in a public library, or elementary or secondary school setting, either in a paid status or as a volunteer, and completion of formal or informal education in library science or a closely related field.

PHYSICAL ABILITIES AND WORKING CONDITIONS OF CONTINUED EMPLOYMENT

The Physical Abilities and Other Conditions of Continued Employment and the Associated Tasks listed in this section are representative of, but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Continued Employment and Associated Tasks which may be required of positions in this class. Manhattan Beach Unified School District encourages persons with disabilities who are interested in employment in this class and need

reasonable accommodation of those disabilities to contact the Personnel Department for further information.

PHYSICAL DEMANDS	ASSOCIATED TASKS
<p>Vision: (which may be corrected) Read small print</p>	<p>To perform tasks such as to: Maintain records of overdue books</p>
<p>Hearing: (which may be corrected) Understand speech over a telephone</p>	<p>To perform tasks such as to: Order books and supplies</p>
<p>Speech: Speak with a level of proficiency and volume to be understood over a telephone Speak with a level of proficiency and volume to be understood in face-to-face public contacts Speak with a level of proficiency and volume to be understood in a classroom, and speak for prolonged periods</p>	<p>To perform tasks such as to: Order books and supplies Communicate with students, teachers, parents, and staff Read stories and present book talks</p>
<p>Upper Body Mobility: Use hands and fingers to feel, grasp and Manipulate small objects, manipulate fingers, Twist and bend hands at wrist and elbow Extend arms to reach outward and upward Use hands and arms to lift objects Turn, raise, and lower head</p>	<p>To perform tasks such as to: Maintain written and computer records Check materials and equipment in and out Pull books for teachers supervise students</p>
<p>Strength: To lift, push, pull and/or carry objects, on a frequent basis, which weigh as much as 25 pounds</p>	<p>To perform tasks such as to: Check AV equipment in and out</p>
<p>Environmental Requirements: Constant work interruptions Work independently Work alone Work cooperatively with others Work inside</p>	<p>To perform tasks such as to: Supervise students and parent volunteers Prepare bibliographies and maintain records Order books and supplies Instruct teachers and students on software Perform all duties in a library/office setting</p>

<p>Mental Requirement: Read, write, understand, interpret, and apply moderately complex information</p> <p>Math skills at basic level</p> <p>Memorization</p> <p>Judgment</p> <p>Listen Demonstrate and give</p> <p>Verbal/written instructions</p> <p>Write/compose at a basic level</p>	<p>To perform tasks such as to: Prepare book talks and assist students</p> <p>Order supplies and keep record of monies</p> <p>Assist students in finding books</p> <p>Work with students; select materials for collection</p> <p>Understand questions from students and teachers</p> <p>Instruct students and teachers on software and card catalogs</p> <p>Complete necessary reports</p>
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Other Conditions of Continued Employment:

- Speak English at a highly proficient level
- Demonstrate fluency and literacy in English
- prepare book talks and assist students
- Participate in employer mandated training and re-training programs
- Comply with rules and regulations of the Classified Service and provisions of labor agreements

Personnel Commission approved revisions: 11/9/98, 7/15/13

Board of Trustees adopted revisions: 11/18/98

Personnel Commission approved: 8/95 Board of Trustees adopted: 10/25/95
6/21/2013