

WINDBER AREA SCHOOL DISTRICT
JOB DESCRIPTION

Department: - Instruction

Standard Title: - Librarian/Media Specialist

Primary Function:

A Librarian/Media Specialist will execute all duties required for an effective instructional program involving staff and students in the district.

Supervision Received:

A Librarian/Media Specialist is directly responsible to assigned Principal.

Direction Exercised:

A Librarian/Media Specialist is responsible to assist staff and students assigned to their department under the Principal's direction. A Librarian/Media Specialist is responsible to supervise an assigned library aide(s) under the Principal's direction (if applicable).

Essential Duties:

1. Serve as a resource person to the administration, faculty and students.
2. Select the appropriate books, audiovisual materials, and other resources for the educational level of the students who will be using the library/media center.
3. Develop and maintain a budget for all library materials.
4. Teach comprehensive library skills as outline by the district curriculum.
5. Maintain book and other print collections, the card catalog, and audiovisual materials.
6. Inform the faculty of new additions to the collection.
7. Supervise any library aides.
8. Promote the library through displays, bulletin boards, showcases, and news bulletins.
9. Conduct lessons as assigned by the Principal.

10. Maintain circulation statistics for each library.
11. Conduct an annual inventory of all materials contained in each library.
12. Establish communication with the public libraries in the district.
13. Be responsible for obtaining the necessary certification documents and reporting any changes to the district's central administration office.
14. Attend and participate in district-sponsored in-service programs and department meetings.
15. Be responsible for following the applicable policies and regulations as established by the Board of Education and the administration.
16. Be responsible for cooperating with the administration in the organization, implementation, and evaluation of the educational program.
17. Cooperate in attempting to insure that the students and the district get the maximum return on all equipment, supplies and utilities.
18. Introduce new faculty members to Professional Library materials and library procedures.

Secondary Duties:

1. Keep informed of modern educational thought and practices through advanced study, attending educational conferences, clinics, workshops and seminars; membership in professional organizations and professional readings.
2. Perform temporary duties as assigned by the Building Principal and/or Superintendent.

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. The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

Physical Requirements:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

Qualifications:

Education/Experience – Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. However, applicants must meet the following minimum qualifications:

1. Librarian/ Media Specialist shall hold at least a bachelors degree and have a valid professional certificate from an accredited college or university.
2. Knowledge of program planning, department content area and budgeting.
3. Excellent communication, problem solving and organizational skills.
4. Familiarity with various computer programs including word processing, databases, presentation software, on-line resources, and library management software.

Salary:

The salary shall be in accordance with the schedule established by the Board of Education and the collective bargaining agreement.