

LIBRARY MEDIA SPECIALIST

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITIES:

Under the general supervision of the Director of Curriculum, is responsible for the development of library and media programs for Tulare City School District and will perform a wide variety of tasks connected with the operation of the district's libraries and Electronic Resource Centers.

ESSENTIAL JOB FUNCTIONS:

- Assists school administrators, teachers, board of education, auxiliary staff, parents and the greater community for the purpose of improving curriculum, instruction, and assessment via the library/media program
- Participates in personal and professional growth activities for the purpose of increasing knowledge base and expertise
- Participates as a member of the curriculum department team for the purpose of assuring the accomplishment of TCSD's mission, goals and objectives
- Assists in professional development activities of the curriculum department for the purpose of advancing understanding and implementation of standards, curriculum guidelines, frameworks and assessments via the library/media program, state-adopted materials and other materials
- Plan and coordinate school library programs with the instructional programs of TCSD
- Develop procedures for and management of the school site libraries
- Assist TCSD's library aides with book collection development (making sure they are up to date and relevant)
- Provide professional development to TCSD's library aides on the upgrades and enhancements of the Destiny Library System
- Provide professional development to newly hired TCSD library aides
- Provide training to the TCSD's library aides on Library Standards and State Standards as they relate to their position
- Provide professional development to teachers, students and parents on the Destiny Library System's Ebook features.
- Instruct pupils, teachers, TCSD library aides in the choice and use of library materials, best research practices and study skill techniques; such as internet site evaluation to judge for information quality and accuracy
- Supports and models the integration of technology as a tool for curriculum implementation and student learning
- Coordinate with outside agencies for the purpose of maintaining program effectiveness
- Performs other duties as assigned by the Director of Curriculum

EMPLOYMENT STANDARDS:

- Acquainted with library functions and procedures
- Ability to operate a computer to access a variety of records and information,
- Ability to establish and maintain effective relationships with adults and students
- Communicate effectively orally and in writing
- Work independently exercising sound judgment and initiative in implementing tasks and recognizing problems
- Ability to meet physical requirements necessary to safely and effectively perform required duties
- Ability to get along with co-workers and deal with the general public tactfully, courteously and professionally
- Ability to follow oral and written directions

KNOWLEDGE OF:

- Technology in the library/media profession
- Effectively operate and use technology
- Educational principles, methods, and materials related to the library/media profession
- Recent research regarding learning and characteristics of school-age children
- California curriculum frameworks, standards and accountability
- Uses of technology to facilitate student learning and staff development
- Procedures and practices regarding censorship issues
- Copyright regulations
- Library functions and procedures
- Business English, including vocabulary, spelling and punctuation
- Human relationships, conflict resolution strategies and procedures

SKILL AND ABILITY TO:

- Understand and carry out oral and written directions
- Communicate effectively in oral and written form
- Meet district standards of professional conduct as outlined in Board Policy
- Work cooperatively with others
- Work independently with little direction
- Plan and organize work to meet schedules and timelines
- Organize a task and carry to completion with efficient use of time
- Accept change with a positive attitude and be flexible to multiple project demands
- Provide leadership in the adoption of books, ebooks and technology associated with libraries
- Operate a motor vehicle

WORKING CONDITIONS:

- Office environment
- Driving a vehicle to conduct work

PHYSICAL FUNCTIONS:

- Sit and stand for extended periods of time
- Accurate perceiving of sound, near and far vision, and depth perception
- Reach in all directions
- Ability to lift 25 pounds maximum and carry objects weighing 15 pounds
- Bend, twist, kneel and stoop
- Write legible reports
- Read notes, memos and printed material
- Speak clearly and communicate effectively

EDUCATION AND EXPERIENCE:

- Possession of a valid California Library Media Teacher Services credential
- Three (3) years increasingly responsible teaching (including library/media) experience
- Experience in presenting to and/or teaching adults is desirable
- Experience in group facilitation is desirable

WORK YEAR:

- 185 days

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, sex (pregnancy or gender), sexual orientation, marital status, national origin (including language use restrictions), ancestry, disability (mental and physical, including HIV and AIDS), age (40 and above), medical condition (cancer/genetic characteristics), denial of family and medical care leave, or denial of pregnancy disability leave or reasonable accommodation. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization is a Drug and Tobacco-Free Workplace.

This organization requires a successful candidate to provide employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.

Board Adopted: March 10, 2015