

Job Descriptions

Job Title: Library Specialist

Exemption Status/Test: Nonexempt

Reports to: Superintendent

Date Revised:

Dept./School: Assigned Campus

Primary Purpose:

Responsible for day-to-day on-site operation of campus library. May work under minimal supervision or oversight by a district librarian.

Qualifications:

Education/Certification:

High school diploma or GED

Valid Texas educational aide certificate

Special Knowledge/Skills:

Proficient keyboarding and file maintenance skills

Ability to use library and media center resources to conduct research

Ability to follow district cataloging system

Ability to instruct and manage student behavior

Excellent, organizational, communication and interpersonal skills

Experience:

___ year experience working with children

___ year library experience

Major Responsibilities and Duties:

Library Program Support

1. Implement school library program and create a library/media center environment that is conducive to learning and appropriate to the maturity level and interests of student.
2. Help library patrons use library/media center resources including computers and other equipment.
3. Make recommendations for acquisitions of materials and equipment as needed.

Instructional Support

4. Provide individual and group instruction for students and other library users and help them locate resources and use research techniques.
5. Reinforce reading instruction as directed by teachers. May read to small groups of students and listen to individual students read aloud.
6. Schedule and prepare materials and reserve collection for classroom instructional use.

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Accounting and Inventory

7. Maintain library catalog. Process, organize, distribute, and maintain inventory of library/media center resources. Request and schedule use of materials from outside sources.
8. Perform routine maintenance and repair books, magazines, materials, and equipment. Arrange for repair at outside facilities (e.g., bindery) as directed.

Clerical Support

9. Prepare bibliographies, forms, purchase orders, requisitions, and routine correspondence according to standard procedures.
10. Compile, maintain, and file all reports, records, and other documents as required.

Student Management

11. Monitor students and maintain appropriate student behavior and an orderly atmosphere.

Other

12. Assign work to parent volunteers and student aides and oversee completion.
13. Other duties as assigned.

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including computer and peripherals; standard library equipment including imaging equipment; standard instructional equipment

Posture: Regular sitting, standing, kneeling, squatting, bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions; frequent keyboarding and use of mouse; regular overhead reaching; climbing ladders

Lifting: Frequent light lifting and carrying (under 15 pounds); occasional moderate lifting and carrying (15–44 pounds)

Environment: Work inside; work alone; exposure to biological and chemical hazards such as mold and dust

Mental Demands: Work with frequent interruption; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____

Date _____

Received by _____

Date _____