San Leandro Unified School District
Job Description

Library, Instructional Materials and Multimedia Specialist

Definition

Under the direction of the District Multimedia Manager and/or Site Administrator, , the Library Specialist maintains the library collections at the school sites, identifies age appropriate resources for students and teachers utilizing library resources; selects appropriate items in support of classroom instruction; and performs clerical functions related to collection, processing circulation, maintenance, and inventory of library materials and/or textbooks. The Library Specialist will assist staff, and students in the implementation of software and hardware. The Library Specialist will also assist in the integration of technology within the schools.

Representative Duties and Responsibilities:

- Assists teachers, students and staff to identify materials to support teaching and learning
- Responds to inquiries of students, staff and parents on available resources (e.g. books, finding appropriate reference documents, status of overdue fines, etc.)
- Process library books, periodicals, software and related media materials (e.g. logging into master files, barcoding, shelving, producing required reports, etc.)
- Maintains materials inventory (e.g. instructional materials, library books, hardware, software and media equipment, etc.)
- Ensures site compliance with the instructional materials components of the annual Williams' audit
- Assist students and teachers during library visits
- Evaluates books and/or periodicals for retention within collection (e.g. repairing damaged books, recommending retirement of books and /or periodicals)
- Processes new student library cards, notices of missing, damaged, or overdue books, media and materials
- Assembles and provides access for teachers, staff, students and parents on district policies. Examples include Social Media, Cyberbullying, Digital Citizenship, Acceptable Use, and other related policies
- Assists and supports staff trainings on technology integration
- Prepares computerized and manual reports (e.g. collection statistics, scheduling reports/requests, renewal information, overdue lists, fines, costs, etc.)
- Perform circulation activities (e.g. item check-in and check-out, prepare circulation count, lists of overdue items.
- Ability to learn and use library software for all library processes.
- Assist teachers with activities in a variety of formats (e.g. reading, story-telling, etc.)
- Assists with creating access to library and multi-media center for students and community.
- Maintain and manage educational databases related to individual learning software (i.e. Accelerated Reader, Imagine Learning, etc.)
- Provide access of mobile media carts to classrooms, may involve movement of media carts.
- Maintain schedule of media carts usage, and storage. Report to IT department any hardware and/or software issues

- Performs related duties as assigned by District Multimedia Director and/or Site Administrator

Qualifications:

Education and Experience

- High School Diploma or equivalent.
- Two years library experience preferred.

Knowledge of:

- Library methods, procedures, terminology and related technology
- Numerical and alphabetical filing systems
- Office practices and procedures
- Applicable software programs

Ability to:

- Understand and carry out oral and written instructions
- Assist students in the use of library resources and references
- Assist students in selecting appropriate books for their level of achievement
- Assist students in the use of computer searches and other reference materials
- Maintain files, keep records manually and electronically
- Work cooperatively with district and site staff
- Establish and maintain effective working relationships, work as part of a team
- Understand and be sensitive to the diverse academic, socioeconomic, cultural, and ethnic backgrounds

Licenses and Other Requirements:

- Pass District Qualifying Test
- Valid California Driver's License and proof of current California auto liability insurance at time of Appointment and throughout employment in this classification
- Criminal Justice Fingerprint/Background Clearance
- TB Clearance

Working Conditions:

- School environment
- May be required to work in district office, school, classroom, and meeting room settings

Physical Requirements

Frequency Key; None (1); Occasional – up to 25% of shift (2); Intermittently – up to 50% of shift (3); Frequently – up to 75% of shift (4)

Activity	Frequency		Activity	Frequency
Bend	3		Lift/carry 0-10 lbs	3
Twist	3		Lift/carry 11-20 lbs	2
Squat	2		Lift/carry 21-30 lbs	2
Kneel	2		Lift/carry 31+ lbs	1
Climb	1		Stand	3
Reach above the shoulder	2		Walk	3
Grip/Grasp	2		Sit	3
Extend/Flex Neck	3		Drive	2
Use Right Hand	4		Perform Repetitive Hand Motions	4
Use Left Hand	4		Keyboarding/Mouse Work	2
Ability to see	4		Ability to hear	4

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San Leandro Unified Board of Education Date Approved: 8/12/14

CSEA – San Leandro Chapter #94 Date Approved: _____

CSEA Karen Perez 8/12/14

CSEA Carl Alvarez 8/12/14