

West Orange-Cove CISD			
JOB TITLE:	Library Media Specialist		
REPORTS TO:	Principal	PAY GRADE:	Teacher Pay Scale
DEPT./SCHOOL:	Campus	SERVICE DAYS:	Instructional Calendar
FSLA:	Exempt		

PRIMARY PURPOSE:

Responsible for day-to-day on-site operation of campus library. Provide services and resources that allow students to develop skills in locating, evaluating, synthesizing, and using information to solve problems. Serve as materials expert to ensure that library/media center is involved in instructional programs of the school. May work under minimal supervision or oversight by a district librarian.

QUALIFICATIONS:

Education/Certification:
 Bachelor's degree
 Valid Texas teacher 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:
 Three years of teaching experience preferred

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.

Library Media Specialist

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 library aide and oversee completion.
13. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

Monitor the work and issue work assignments to parent volunteers and library aide.

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)

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

This document describes the general purpose and responsibilities of this position and is not an exhaustive list of all responsibilities, duties and skills that may be required.

Signature

Date