



Goleta Union School District

Library Media Specialist

Basic Function

Under the direction of an assigned Principal, provide library services relating to grade level curriculum for class visits; providing story telling activities, demonstrating appropriate library skills for various grade levels, preparing materials for class lessons' maintaining class visit schedule, and coordinating a variety of library related programs. Additionally, the Library Media Specialist (LMS) will manage the acquisition, automated circulation, distribution and recovery of library books, instructional materials and digital equipment and materials; assist students and teachers in the selection and location of library materials; supervise and encourage student use and excitement in participating in various school library activities. This position will provide the leadership, expertise, and advocacy necessary to ensure that elementary library media programs are aligned with the mission, goals and objectives of GUSD.

Representative Duties

Be familiar with district curriculum and grade level standards. Research materials to determine appropriate relevance for students. E

Remain current in professional practices and developments, information, technologies, and educational research applicable to school library and programs. E

Assist students and teachers in locating and selecting age-appropriate materials; assist students in researching materials for classroom use; assist students and teachers in locating and selecting materials; monitor and maintain acceptable student behavior. E

Perform physical inventory on library materials as required; weed obsolete books from the collection as appropriate; inspect materials for damage; maintain appropriate records. E

Coordinate class visits; provide story telling activities and demonstrate appropriate library skills for various grade levels; prepare materials for class lessons; maintain class visit schedules; coordinate a variety of library related programs E

Check books and materials in and out at the circulation desk using the automated system. E

Research, preview and select all library and media resources, print and digital, that reflect the new CA Standards . and Board-adopted curricula which is reflective of cultural diversity. E

Research, select and order new library books and materials; communicate with vendors, obtain prices and purchase materials according to an established budget as assigned; process new library materials according to established guidelines; make recommendations regarding the overall development of the library media center collections as requested. E

Operate a computer, type, process and maintain a data base for effective tracking of books and other library materials; update catalog as needed. E

Maintain records of overdue materials; prepare notices for students, parents and teachers; maintain related files. E

Train and provide work directions to student helpers and adult assistants as assigned. E

Operate a variety of library, digital devices and equipment including a computer, copier, laminator, and other related equipment. E

Participate in various annual and special projects or activities. For example, coordinate Battle of the Books, Author-Go-Round. E

Perform related duties as assigned.

Knowledge and Abilities

Knowledge of:

Perform representative duties

Leadership, expertise, and advocacy necessary to ensure that elementary library media programs are aligned with the mission, goals and objectives of GUSD.

Dewey Decimal and automated circulation systems.

Operation of digital equipment and software.

Library Media Specialist

Education and Experience

Any combination equivalent to: graduation from high school supplemented by college-level course work in library science, liberal arts or related field and two years related experience, working with children in an organized setting. A baccalaureate is required.

Licenses and Other Requirements

None

Environment

School library environment.
Constant interruptions.

Physical Demands

Dexterity of hands and fingers to operate a computer keyboard and other library equipment.
Reaching overhead, above the shoulders and horizontally.
Bending at the waist, kneeling or crouching to shelve materials.
Pushing and pulling carts.
Lifting moderately heavy objects.(NTE 25 lbs)

Hazards

None