



Ashland School District Job Description

Job Title: Media Specialist/Librarian
Assignment: AHS Library
Reports To: Building Administrator (s)
Evaluated By: Building Administrator(s)
FLSA Status: Non-Exempt

JOB SUMMARY

To provide each student with an enriched library environment containing a wide variety and range of materials that will invite intellectual probing and growth; to aid all students in acquiring the skills needed to take full advantage of library resources.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other related duties may be assigned.

1. Evaluates, selects, and requisitions new media (book and audio-visual materials) and equipment.
 2. Participates in the development of procedures and recommendations of program policies in accordance with district goals.
 3. Organizes the handling of digital equipment for convenience, availability and effective use.
 4. Research and recommend books and other instructional materials; informs teachers and other staff members concerning new materials.
 5. Maintains a comprehensive and efficient system for cataloging all media and instructs teachers and students on the use of the system.
 6. Arranges for interlibrary loan of materials of interest or use to teachers and students.
 7. Works with teachers in planning those assignments likely to lead to extended use of media center resources.
 8. Promotes appropriate conduct of students using media center facilities.
 9. Helps students to develop habits of independent reference work and to develop skill in the use of reference materials in relation to planned assignments.
 10. Assist as needed in troubleshooting with equipment.
 11. Presents and discusses materials with a class studying a particular topic, upon mutual agreement with the teacher.
 12. Participates at curriculum meetings.
 13. Counsels with and gives reading guidance to students as needed.
 14. Arranges frequently-changing book-related displays and exhibits.
 15. Prepares and administers the media center budget.
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MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other related duties may be assigned.

1. Performs such other related tasks and assumes such other related responsibilities as may be required from time to time.
2. Maintain library bulletin boards.
3. Supervise students before school, at lunch time, recess or during passing periods.
4. Supervise students in detention.
5. Attends in-service trainings.
6. Attends staff meetings.

SUPERVISORY RESPONSIBILITIES

Supervises and directs the work of student aides. All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. The equivalent combination of experience, training, certification, education or degree that provides the required knowledge, skills and abilities may be used as an alternative to prerequisites. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** Three years of successful teaching experience. Experience and/or licensure as a media specialist. Such alternatives to these qualifications as the Board may find appropriate and acceptable.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to effectively present information and respond effectively to questions in one-on-one, small group situations to students and other school staff. Ability to verbally respond to common inquiries from students. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and governmental regulations. Ability to write routine reports and correspondence.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, schedule or diagram form. Ability to deal with problems involving several variables in a variety of situations.
- **Computer Skills:** General knowledge of computer usage and ability to use, e-mail, internet software, inventory and word processing software. Ability to use library software, student information software, strongly preferred.
- **Other Skills and Abilities:** Ability to appropriately communicate with students, teachers, administrators, parents and members of the community. Ability to exercise good judgment and work in an environment with constant interruptions.
- **Certificates, Licenses, Registrations:** Valid Oregon Teaching and Media Specialist certificates. Obtain a valid Oregon Drivers' License. Ability to obtain a valid CPR/First Aid card.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; stand; sit; use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 50 pounds. The employee may occasionally climb stairs or ladders. Specific vision abilities required by this job include close vision, distance vision, color vision, ability to adjust focus and peripheral vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually low to moderate.

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable, pursuant to Collective Bargaining Agreement.

Prepared By: Laurie Rooper
Reviewed By:
Adopted:

Prepared Date: February 4th, 2019
Review Date:

I have read and understand this job description.

Signature:

Date:
