



**BERKELEY UNIFIED SCHOOL DISTRICT**  
**Human Resources Department**

**CLASSIFICATION AND  
 POSITION DESCRIPTION**

TITLE:	<b>Library Media Specialist</b>	REPORTS TO:	<b>Assigned Supervisor</b>
DEPARTMENT/SCHOOL:	<b>Library Services</b>	CLASSIFICATION:	<b>Non-Administrative Classified Technical</b>
FAIR LABOR STANDARDS ACT CLASSIFICATION:	<b>Non-Exempt</b>	WORK YEAR: HOURS:	<b>10 months/Calendar 5002 Hours as assigned</b>
APPROVED: Board Commission	<b>June 29, 2016 July 15, 2016</b>	SALARY GRADE:	<b>Schedule: 56 Range: 45</b>

**BASIC FUNCTION:**

Under the direction of the Principal or District Library Coordinator, perform a variety of specialized library duties in the acquisition, circulation, maintenance and distribution of books and instructional materials at an assigned elementary school; offer weekly sessions for classes with read-alouds and library skills in coordination with classroom teachers; assist students and teachers in the selection, location and use of library materials and equipment.

**DISTINGUISHING CHARACTERISTICS:**

Incumbents in the Library Media Specialist classification work independently and assume responsibility for the library collection, schedule and day-to-day operations of a school library.

Incumbents in the Library Media Technician classification carry out daily library functions such as circulation, distribution of textbooks and instructional materials under the direct supervision of a certificated staff librarian or District Library Coordinator.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

- Perform a variety of specialized library duties in the acquisition, circulation, maintenance and distribution of library books, periodicals and materials at an assigned school site; process new library books and instructional materials; oversee the cataloguing of books and instructional materials
- Assist students and teachers in the selection, location and use of library materials and equipment; respond to inquiries and provide information to students and teachers; assist students in researching instructional materials for classroom use
- Conduct weekly sessions for classes, selecting and reading stories, leading discussions, and discussing books and recommendations; participate in planning library curriculum to support and extend District and classroom curriculum; collaborate with teachers to coordinate planning activities and create a library culture for the school

- Circulate library materials; check library materials in and out to students and staff using an assigned computerized system; shelve returned books and materials; clean, mend, cover and repair damaged books
- Process and receive library materials and equipment orders; prepare new and donated materials for introduction into the library materials collection; verify packing lists, stamp materials, affix bar codes, update and edit electronic records, and update spine labels; re-organize shelves to adapt to shifts in the collection and curricular needs; input related information into assigned computer system; conduct periodic inventory and weeding
- Promote the use of the library to faculty and students; assist students with age-appropriate reading as required; instruct students on using the online library catalogue and other computer software systems
- Monitor and maintain acceptable student behavior in the library
- Maintain a variety of records related to purchase orders, overdue books and assigned activities; establish and maintain filing systems
- Open and close the library according to established procedures; maintain a clean and safe environment in the library
- Prepare displays and bulletin boards to support curriculum, multi-cultural themes, current events, and school and District-wide activities; prepare and rotate book displays
- Operate a variety of office and library equipment including a calculator, copier, typewriter, computer and assigned software; operate audio-visual equipment including a projector, projection screen, speakers and others as assigned; troubleshoot and arrange for repairs of equipment as needed
- Communicate with personnel and outside agencies to exchange information and resolve issues or concerns
- Gather library resources and prepare book lists in response to teacher requests; generate surveys, news materials, e-mails and other materials regarding library resources
- Read professional book reviews and communicate with teaching staff and library personnel to select and recommend titles and on-line resources for purchase to develop the library collection, support classroom assignments and provide high-quality reading materials for students
- Attend meetings, workshops and conferences as assigned

**OTHER DUTIES:**

Perform related duties as assigned

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Functions, operations and maintenance of elementary school libraries

Library practices, procedures, reference materials and terminology

Operation of a computer and data entry and retrieval techniques

Library cataloging and classification

Filing, indexing and inventory procedures

Record-keeping techniques

Correct English usage, grammar, spelling, punctuation and vocabulary

Oral and written communication skills

Interpersonal skills using tact, patience and courtesy

Modern office practices, procedures and equipment

**ABILITY TO:**

Perform a variety of technical library duties in the acquisition, circulation, maintenance and distribution of books and instructional materials

Assist students and teachers in the selection, location and use of library materials and equipment

Learn curriculum, reading levels and collaborate with teachers and district library staff to develop the material collection

Monitor and maintain acceptable student behavior in the library

Read age and subject-appropriate stories to classes

Process and shelve library materials

Inventory, order and receive library materials and equipment

Operation of a computer and assigned software

Maintain files and records

Communicate effectively both orally and in writing

Establish and maintain cooperative and effective working relationships with others

Interpret, apply and explain rules, regulations, policies and procedures

Complete work with many interruptions

Understand and follow oral and written instructions

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Bachelor's degree supplemented by college level coursework in Library and Information Science and two years library media or other related experience

**LICENSES AND OTHER REQUIREMENTS:**

Some incumbents in this classification may be required to speak, read and write in a designated second language.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Library environment

Constant interruptions

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard

Seeing to read a variety of materials and monitor student behavior

Hearing and speaking to exchange information

Sitting or standing for extended periods of time

Lifting, carrying, pushing or pulling objects typically weighing 50 – 75 pounds

Bending at the waist, kneeling or crouching to shelve and retrieve books

Reaching overhead, above the shoulders and horizontally to shelve and retrieve books