

## Job Description

San Ramon Valley Unified School District

### Elementary Library Media Specialist

#### Purpose Statement

The job of Elementary Library Media Specialist is done for the purpose of serving as site librarian to an elementary school; promoting literacy and the enjoyment of reading in the school community; teaching students age-appropriate information literacy skills; planning and implementing library services, including circulation and maintenance of books, instructional materials and digital media; researching and effecting appropriate expenditures related to library function, including the selection and acquisition of materials and supplies that enhance the school site library/media program; serving as a resource for the school community, and providing support and guidance based on knowledge and experience.

This job reports to Assigned Supervisor.

#### Essential Functions

- Plans, manages and executes class, small group and individual student visits to the library, and arranges other literacy-focused events (e.g. author visits) for the purpose of encouraging literacy, instilling a love of reading, and supporting the development of age-appropriate information literacy skills.
- Develops and manages the library budget, liaises with vendors and suppliers, and researches and makes appropriate expenditure decisions for the purpose of purchasing supplies and materials needed to support the library program.
- Designs and/or manages an online/digital presence utilizing technology-based resources for the purpose of providing remote, 24/7 access to library materials.
- Performs a variety of complex, specialized duties, with minimal supervision, including the selection, acquisition, processing, circulation, repair and curating of books, instructional materials, audio-visual materials, and digital resources for the purpose of managing an elementary school library.
- Builds and develops relationships in the school community for the purpose of recruiting and training volunteers and promoting library programs.
- Confers with teachers to determine how library programs can best support instructional goals for the purpose of assisting with fulfillment of teacher needs and informing collection development decisions.
- Coordinates a variety of activities for the purpose of ensuring implementation of library/media projects including fundraising.
- Identifies program needs for the purpose of requesting funding and/or support from the school administration and parent organizations (e.g. PTA, Ed Fund) to maintain or enhance the program and library.
- Implements library processes and monitors library usage and assets for the purpose of ensuring a positive learning environment and the efficient use of resources.
- Collaborates with school staff and district colleagues for the purpose of sharing the information required to effectively carry out library processes and activities, to develop best practices for library

procedures, and to understand which library materials and programs will best enhance the student's learning experience.

- Prepares presentations, reports, and other materials for the purpose of promoting and planning library programs.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: reading, understanding and interpreting a variety of media, including technical information, and writing procedure-related manuals and guides; communicating effectively with diverse audiences; adapting to changing work priorities; applying pertinent laws, codes, policies, and/or regulations; coordinating activities with classroom teachers, parent groups, outside organizations, etc.; defining and facilitating program goals in line with curricula needs; organizing information and concepts; managing financial transactions; operating standard office equipment; planning and managing projects; preparing and maintaining accurate records; and using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; keep records associated with tracking income and expenditure and maintaining a basic budget; read a variety of complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: community resources; materials used in the specific activity/program including library reference materials and resources; library best practices, procedures and terminology including the Dewey Decimal Classification System, library catalog systems, copy cataloging methods and inventory procedures; curriculum, instruction, school literacy goals and media development; pertinent laws, codes, policies, and/or regulations; relevant professional standards and practices; age-appropriate materials and activities; and stages of child development.

ABILITY is required to schedule activities, meetings, and events; gather, collate, and/or classify data; and use job-related equipment and technology. Flexibility is required to work with a diversity of students and groups in a wide variety of circumstances; work with a variety of data utilizing defined but different processes; and operate equipment using defined methods. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: developing and executing an effective age-appropriate library program in line with established standards and curricula needs; presenting/reading diverse materials and library media, and instructing library users in applicable information literacy skills and content; leading and managing discussions on a wide range of topics; communicating with diverse groups and with persons of varied educational and cultural backgrounds; setting priorities; adapting to changing work priorities; dealing with frequent interruptions; meeting deadlines and schedules and working under time constraints; providing leadership and direction; working as part of a team; providing opportunities for the exchange of ideas; maintaining confidentiality; and working with detailed information/data.

#### **Responsibility**

Responsibilities include: working with minimal supervision using both standardized routines and non-standardized procedures; leading, guiding, and /or coordinating others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job functions. There is some opportunity to affect the organization's services.

#### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: frequent bending, stopping, kneeling, lifting, carrying, pushing, and/or pulling, some climbing and balancing,

and significant fine finger dexterity. This job requires visual acuity to read print and onscreen media. Generally, the job requires 40% sitting, 30% walking, and 30% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Two years' experience working in a library or instructional setting.

**Education (Minimum):** High school diploma or equivalent. College level coursework in Library Science or equivalent preferred.

**Required Testing**

None Required

**Certificates and Licenses**

None Required

**Continuing Educ. / Training**

Maintains Certificates and/or Licenses  
District Mandated Training

**Clearances**

Criminal Background Clearance  
Tuberculosis Clearance

**FLSA Status**

Non Exempt

**Approval Date**

November 14, 2023

**Salary Grade**

Range 17