

### Library Media Coordinator

#### Purpose Statement

The job of Library Media Coordinator is done for the purpose of serving as site Librarian at elementary schools and serving as assistant to the certificated site librarian at secondary schools; planning and implementing Library activities, including selection, acquisition, circulation, maintenance and distribution of books; addressing operational issues related to their role; providing recommendations of expenditures for library processes, and supplies that enhance the school site library/media program; serving as resource to respective school staff; and providing support and guidance based on knowledge and experience.

This job reports to Assigned Supervisor

#### Essential Functions

- Assesses inventory of library materials, equipment and supplies for the purpose of identifying required items to provide effective library operation in accordance with established requirements.
- Assists students for the purpose of developing library skills.
- Conducts meetings of staff and volunteers for the purpose of coordinating school site library processes, disseminating and receiving information, planning and implementing activities/events, and addressing operational issues.
- Confers with instructional staff to coordinate classroom library visits for the purpose of providing students with access to the library and its materials.
- Coordinates a variety of activities for the purpose of ensuring implementation of library/media projects.
- Identifies program needs for the purpose of providing input to school administration in support of the library.
- Implements library materials processes (e.g. repair for damaged materials, etc.) for the purpose of ensuring a positive learning environment and the efficient use of resources within the library.
- Oversees library processes for the purpose of ensuring best library practices.
- Participates in meetings and trainings for the purpose of conveying and gathering information required for library processes and activities.
- Prepares a variety of reports for the purpose of documenting activities and ensuring compliance with established guidelines.
- Responds to inquiries of other school personnel for the purpose of providing information, assistance and/or direction related to the grade level or special area library activities.
- Schedules classroom visits in the library to encourage literacy and a love of reading for the purpose of supporting the development of age-appropriate information literacy skills.
- Supports site staff for the purpose of ensuring optimal resources availability.

#### 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 in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; applying pertinent laws, codes, policies, and/or regulations; coordinating activities with classrooms; facilitating program goals; organizing and communicating information and concepts; overseeing 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; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand 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 activity/program; library best practices; curriculum, instruction, and media development; pertinent laws, codes, policies, and/or regulations; relevant professional standards and practices; age appropriate activities; and stages of child development.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. 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: communicating with persons of varied educational and cultural backgrounds; dealing with frequent interruptions; meeting deadlines and schedules; providing leadership, direction, and team building; providing opportunities for the exchange of ideas; setting priorities; adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; working as part of a team; working with detailed information/data; and working with frequent interruptions.

### **Responsibility**

Responsibilities include: working under direct supervision using standardized routines; 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's 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: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, and significant fine finger dexterity. 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 preferred.

### **Required Testing**

None Required

### **Continuing Educ. / Training**

Maintains Certificates and/or Licenses

District Mandated Training

### **Certificates and Licenses**

None Required

### **Clearances**

Criminal Background Clearance

Tuberculosis Clearance

### **FLSA Status**

Non Exempt

### **Approval Date**

December 14, 2021

### **Revised Date**

### **Salary Grade**

Range 16