# Job Description

# CLASSIFICATION: PSE

# TITLE: Library Specialist

**REPORTS TO:** Building Principal

**POSITION SUMMARY**

The position of the Library Specialist is for the purpose/s of comprehensive management of a School Library.

**PREFERRED QUALIFICATIONS**

## **Education and/or Experience***: (Positions in this class typically require)*

**Required:**

* Associate’s degree or equivalent
* Library experience
* Customer service experience

**Preferred:**

* Two years of library experience or experience in a related field and education in library science is preferred
* Bachelor’s degree is preferred
* Customer service experience

## **Special Requirements**

* Valid First Aid/CPR card
* Successful Washington State Patrol and Federal Bureau of Investigation fingerprint clearance
* I-9 employment eligibility in compliance with the Immigrations Reform and Control Act
* HIV/HBV training (obtain within 60 days of hire date – District provided)
* Human Resources new hire training (obtain within 60 days of hire date – District provided)
* Availability to work extra hours to meet deadlines and complete assignments if required

## **Knowledge:** *(position requirements at entry)*

* Knowledge of media resources and library management principles and practices

**Skills and Abilities:** *(position requirements at entry)*

* Positive can-do attitude
* Enjoys helping others
* Previous experience or training in student behavior techniques and principles
* Use of standard information technology software related to the position’s functions
* Prior experience with budget management and purchasing techniques
* Excellent communication skills (written and oral)
* Organize and prioritize work assignments to meet deadlines
* Ability to troubleshoot routine library technology to determine appropriate course of action to resolve problem
* Working knowledge of software applications including Microsoft Office Suite/Office 365, database applications and the ability to operate audiovisual equipment
* Demonstrates multicultural sensitivity with the ability to effectively and collaboratively work with diverse populations
* Ability to perform all duties in accordance with all applicable Board policies and district and legal requirements
* Ability to meet and maintain punctuality and attendance expectations

**DUTIES AND POSITION RESPONSIBILITIES**

*(These duties are a representative sample; position assignments may vary)*

* Manages collection development through the selection, acquisition, de-selection of library materials in coordination with the Digital Learning Teacher
* Collaborates with certificated staff in the continuous assessment, improvement and development of library resources to support the District’s curriculum
* Develops and establishes a welcoming environment of respect and rapport with students, staff, and community
* Advocates and communicates the mission, goals, functions, impact and outcomes of the Library Resource Center
* Provides flexible and equitable access to a range of information to meet the diverse learning abilities and needs of students and staff
* Markets the library as a critical resource to enrich literacy, knowledge and competence to empower student excellence, innovation and success
* Supervises and interacts with students in the library
* Curates resources for subject specific curriculum, assembles and organizes library resources for classroom use in collaboration with certificated staff
* Builds depth and breadth of knowledge about the library collection and anticipates future needs
* Assists students and staff in identifying the appropriate resources for learning and literacy
* Digitally tracks all library resources
* Maintains records and inventory of library materials
* Collaborates with key leadership teams to develop and align use of Library Resource Center to meet student, staff and community needs
* Manages library use during the normal professional work day
* Administers and assigns library fines for student accounts
* Assists with developing community relationships to provide access to resources not available through Monroe School District
* Troubleshoots routine library technology issues
* Other job-related duties as assigned
* Adhere to federal and state laws and district regulations, policies, procedures and practices
* Mandatory reporter for incidents of child abuse, harassment, intimidation, bullying, boundary invasions, fights, substance abuse etc.
* Abide by employment provisions provided for in the collective bargaining agreement
* Observe strict confidentiality regarding student information

**PHYSICAL/MENTAL REQUIREMENTS**

*The physical/mental requirements described are representative of those an employee may encounter while performing the essential functions of this job and may be supplemented as necessary.*

Positions in this class typically require: stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, finger dexterity, grasping, talking, hearing, seeing, and repetitive motions.  
Sedentary Work: Exerting up to 20 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Incumbents may be subjected to moving mechanical parts, odors, chemicals, extreme temperatures, inadequate lighting, workspace restrictions, and intense noises.

May experience frequent interruptions to concentration; frequently perform or track multiple tasks simultaneously, and occasionally deal with distraught or difficult individuals.

Reasonable accommodation may be made to employ a person with a disability to perform the essential functions of the job.

**EMPLOYMENT CONDITIONS:**

This position is that of classified staff and is represented by the Public School Employees collective bargaining unit. The position will work a schedule in coordination with the District student calendar. Salary and benefits as determined by the current collective bargaining agreement. Placement on the schedule is determined by training and experience.

**EVALUATION PROCEDURES:**

The Library Specialist shall be evaluated by the Building Administrator according to currently established district procedures and evaluation criteria. The process shall include an evaluation of the employee’s performance of the above position responsibilities.

**NOTE:**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the needs of the school.

**COMMITMENTS TO:**  
*The Monroe School District’s commitment to every student: Powerful Instruction, Equitable Access, and High Expectations*

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