

## **Alliance Public Schools**

### **Librarian/Media Specialist Job Description**

It is the policy of Alliance Public Schools to not discriminate on the basis of sex, disability, race, color, religion, marital status, veteran status, or national or ethnic origin in its educational programs, admission policies, employment policies or other administered programs. Persons requiring accommodations to apply and/or be considered for positions are asked to make their request to the Superintendent.

- A. Job Title:** Librarian/Media Specialist
- B. Department:** Instruction
- C. Education Level and Certification:** Bachelors degree or higher required. Must possess at all times during employment a Nebraska Teaching Certificate with a Library Media Specialist endorsement and such other endorsements as may be required by NDE Rules 10 and 24.
- D. Reports To:** Principal
- E. Performance Responsibilities and Job Tasks**
  - 1. Administer school library and media program.
  - 2. Provide for the reasonable care and safety of students under the Librarian/Media Specialist's supervision.
  - 3. Supervise students in out-of-classroom activities as assigned.
  - 4. Provide care for students, including reporting suspected child abuse or neglect to supervisor and provide medication administration as assigned.
  - 5. Participate in faculty committees and the sponsorship of activities as assigned.
  - 6. Participate in professional activities and staff development as assigned and as needed to maintain professional competence and to perform duties.
  - 7. Develop and maintain a positive rapport with students and parents.
  - 8. Develop and maintain a positive and professional working relationship with other staff and administration.
  - 9. Provide for proper care, maintenance and reasonable security of all District property in the Librarian/Media Specialist's custody.
  - 10. Utilize instructional materials and other resources in a competent and effective manner, including computer, e-mail, and other technology to perform assigned duties.
  - 11. Maintain confidentiality of information concerning staff, students, and parents in accordance with law and District rules.
  - 12. Adhere to the code of ethics of the District and Nebraska Department of Education (NDE Rule 27). The Librarian/Media Specialist must serve as a positive role model for staff and students.
  - 13. Perform other tasks or duties as assigned by the Board, the Superintendent or the supervisor.

### Media Program Tasks

1. Search standard reference materials, including on-line sources and the Internet, in order to answer patrons' reference questions and assist in furnishing or locating that information.
2. Analyze requests for information in the media, and assist in furnishing or locating that information.
3. Teach students to search for information using databases.
4. Keep records of circulation and materials.
5. Supervise media program's budgeting, planning, and personnel activities.
6. Check media materials in and out of the library.
7. Explain use of library facilities, resources, equipment, and services, and provide information about library policies.
8. Evaluate and select materials needed to meet both the curricular and individual needs of students, teachers, and administrators who will be using the materials, and periodically remove outdated or non-functional materials, consistent with established policies and materials.
9. Code, classify, and catalog books, publications, films, audiovisual aids, and other library materials based on subject matter or standard library classification systems and maintain records of materials.
10. Locate unusual or unique information in response to specific requests.
11. Direct, train and monitor staff and student resources provided to assist in the library and media program.
12. Respond to media patron complaints, taking action as necessary.
13. Organize collections of books, publications, documents, audiovisual aids, and other reference materials for convenient access.
14. Develop and administer library policies and procedures.
15. Develop information access aids such as indexes and annotated bibliographies, web pages, electronic pathfinders, and on-line tutorials.
16. Plan and deliver student-centered programs and services such as special services for corporate clients, storytelling for children, newsletters, or programs for special groups.
17. Compile lists of books, periodicals, articles, and audiovisual materials on particular subjects.
18. Facilitate resource sharing with other schools or libraries.
19. Assemble and arrange display materials.
20. Confer with teachers, parents, and community organizations to develop, plan, and conduct programs in reading, viewing, and communication skills.
21. Compile lists of overdue materials, and notify borrowers that their materials are overdue.
22. Promote and disseminate resources that support the curriculum and meet diverse learning needs.
23. Prepare bibliographies and special reserve collections on topics as requested.
24. Promote an inviting and student-centered atmosphere in the Library Media Center.
25. Plan and administer school-wide events and programs to promote literacy.

### Media Teaching Tasks

1. Establish clear objectives for all lessons, units, and projects, and communicate those objectives to students.
2. Instruct students individually and in groups, using various teaching methods such as lectures, discussions, and demonstrations.
3. Prepare, administer, and grade tests and assignments in order to evaluate students' progress.
4. Adapt teaching methods and instructional materials to meet students' varying needs and interests.
5. Confer with other staff members to plan and schedule lessons promoting learning, following approved curricula and to integrate media materials with the instructional program.
6. Confer with parents or guardians, teachers, counselors, and administrators in order to resolve students' behavioral and academic problems. Utilize resources to effectively communicate with others with different communication abilities (e.g. non-English speaking, hearing impaired).
7. Enforce administration policies and rules governing students.
8. Establish and enforce rules for behavior and procedures for maintaining order among the students for whom they are responsible.
9. Guide and counsel students with adjustment and/or academic problems, or special academic interests.
10. Perform the tasks described in the job description for a teacher applicable to the level (elementary, middle school or high school) in which the Librarian/Media Specialist is assigned.

### **F. Required Knowledge**

The Librarian/Media Specialist is to possess and effectively utilize knowledge, required for the position, in the following areas:

1. Subject Matter—Knowledge of the effective administration and implementation of a school media program.
2. Customer and Personal Service—Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
3. English Language—Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
4. Administration and Management—Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
5. Education and Training—Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

6. Computers and Electronics—Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
7. Clerical—Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.
8. Communications and Media—Knowledge of media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media.
9. Psychology—Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.

### **G. Required Skills and Abilities**

The Librarian/Media Specialist is to possess and effectively utilize the following skills and abilities:

1. Communication:
  - a. Active Listening—Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
  - b. Speaking—Talking to others to convey information effectively. The ability to speak clearly so others can understand you. The ability to communicate information and ideas in speaking so others will understand.
  - c. Oral Comprehension and Listening—The ability to listen to and understand information and ideas presented through spoken words and sentences. The ability to identify and understand the speech of another person.
  - d. Writing—Communicating effectively in writing as appropriate for the needs of the audience. The ability to communicate information and ideas in writing so others will understand.
  - e. Written Comprehension—Understanding written sentences and paragraphs in work related documents. The ability to read and understand information and ideas presented in writing.
2. Active Learning—Understanding the implications of new information for both current and future problem-solving and decision-making.
3. Instructing—Teaching others how to do something. Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
4. Learning Strategies—Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
5. Information Ordering—The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
6. Critical Thinking—Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
7. Service Orientation—Actively looking for ways to help people.

8. Vision—The ability to see details at close range (within a few feet of the observer) and to see details at a distance.
9. Monitoring—Monitoring/Assessing performance of self, other individuals, or organizations to make improvements or take corrective action.
10. Time Management—Managing one’s own time and the time of others.
11. Social Perceptiveness—Being aware of others’ reactions and understanding why they react as they do.
12. Coordination—Adjusting actions in relation to others’ actions.
13. Category Flexibility—The ability to generate or use different sets of rules for combining or grouping things in different ways.
14. Reasoning—Deductive: The ability to apply general rules to specific problems to produce answers that make sense. Inductive: The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
15. Flexibility of Closure—The ability to identify or detect a known pattern (a figure, object, word, or sound) that is hidden in other distracting material.
16. Persuasion—Persuading others to change their minds or behavior.
17. Complex Problem Solving—Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
18. Equipment Selection—Determining the kind of tools and equipment needed to do a job.
19. Judgment and Decision Making—Considering the relative costs and benefits of potential actions to choose the most appropriate one.
20. Management of Resources—Determining how money will be spent to get the work done, and accounting for these expenditures. Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work. Motivating, developing, and directing people as they work, identifying the best people for the job.
21. Problem Sensitivity—The ability to tell when something is wrong or is likely to go wrong.
22. Fluency of Ideas—The ability to come up with a number of ideas about a topic.
23. Negotiation—Bringing others together and trying to reconcile differences.
24. Selective Attention—The ability to concentrate on a task over a period of time without being distracted.
25. Memorization—The ability to remember information such as words, numbers, pictures, and procedures.
26. Originality—The ability to come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.
27. Finger Dexterity—The ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects.

## **H. Work Activities**

The Librarian/Media Specialist is to perform the following work activities:

1. Getting Information—Observing, receiving, and otherwise obtaining information from all relevant sources.

2. Updating and Using Relevant Knowledge—Keeping up-to-date technically and applying new knowledge to your job. This includes: following data storage procedures and using knowledge of multi-media technology, library or online Internet research techniques, oral or written communication techniques, and public speaking techniques.
3. Interacting With Computers—Using computers and computer systems (including hardware and software) to program, set up functions, enter data, or process information. Developing or maintaining databases. Using computers to enter, access or retrieve data. Using word processing or desktop publishing software.
4. Communicating with Supervisors, Peers or Subordinates and Students and Parents—Providing information by telephone, in written form, by e-mail, or in person.
5. Communicating with Supervisors, Peers, or Subordinates—Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
6. Establishing and Maintaining Interpersonal Relationships—Developing constructive and cooperative working relationships with others, and maintaining them over time.
7. Training and Teaching Others—Identifying the educational needs of others, developing formal educational or training programs or classes, and teaching or instructing others.
8. Performing for or Working Directly with the Public—Performing for people or dealing directly with the public. Answering inquiries of administrators, teachers and students. Assisting school library patrons in finding materials. Providing information about media resources. Working with administrators, teachers and students in selecting books or materials. Working with administrators, teachers and students in using reference tools or finding materials.
9. Processing Information—Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data. This includes: cataloging and classify materials or artifacts, classifying information according to content or purpose, compiling bibliographies of specialized materials, investigating library or media complaints, and organizing reference materials.
10. Identifying Objects, Actions, and Events—Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events. Indexing information resources.
11. Interpreting the Meaning of Information for Others—Translating or explaining what information means and how it can be used.
12. Making Decisions and Solving Problems—Analyzing information and evaluating results to choose the best solution and solve problems.
13. Organizing, Planning, and Prioritizing Work—Developing specific goals and plans to prioritize, organize, and accomplish your work.
14. Analyzing Data or Information—Identifying the underlying principles, reasons, or facts of information by breaking down information or data into separate parts.
15. Monitoring Processes, Materials, or Surroundings—Monitoring and reviewing information from materials, events, or the environment, to detect or assess problems.

16. Communicating with Persons Outside Organization—Communicating with people outside the District. This information can be exchanged in person, in writing, or by telephone or e-mail.
17. Performing Administrative Activities—Performing day-to-day administrative tasks such as maintaining information files and processing paperwork.
18. Coaching and Developing Others—Identifying the developmental needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge or skills.
19. Judging the Qualities of Things, Services, or People—Assessing the value, importance, or quality of things or people.
20. Thinking Creatively—Developing, designing, or creating new applications, ideas, relationships, systems, or products, including artistic contributions.
21. Developing Objectives and Strategies—Establishing long-range objectives and specifying the strategies and actions to achieve them.
22. Interpreting the Meaning of Information for Others—Translating or explaining what information means and how it can be used.
23. Monitoring and Controlling Resources—Monitoring and controlling resources and overseeing the spending of money. Monitoring and controlling library resources. Ordering or purchasing supplies, materials, or equipment.
24. Scheduling Work and Activities—Scheduling events, programs, and activities, as well as the work of others.
25. Thinking Creatively—Developing, designing, or creating new applications, ideas, relationships, systems, or products, including artistic contributions. This includes arranging library displays.
26. Coordinating the Work and Activities of Others—Getting members of a group to work together to accomplish tasks. This includes directing and coordinate activities of workers or staff.
27. Documenting/Recording Information—Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.

## **I. Required Employee Characteristics**

The Librarian/Media Specialist is to possess and exhibit the following characteristics:

1. Cooperation—Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
2. Attention to Detail—Job requires being careful about detail and thorough in completing work tasks.
3. Dependability—Job requires being reliable, responsible, and dependable, and fulfilling obligations.
4. Integrity—Job requires being honest and ethical.
5. Concern for Others—Job requires being sensitive to others' needs and feelings and being understanding and helpful on the job.
6. Self Control—Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
7. Stress Tolerance—Job requires accepting criticism and dealing calmly and effectively with high stress situations.

8. Adaptability/Flexibility—Job requires being open to change (positive or negative) and to considerable variety in the workplace.
9. Independence—Job requires developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.
10. Initiative—Job requires a willingness to take on responsibilities and challenges.
11. Persistence—Job requires persistence in the face of obstacles.
12. Achievement/Effort—Job requires establishing and maintaining personally challenging achievement goals and exerting effort toward mastering tasks.
13. Leadership—Job requires a willingness to lead, take charge, and offer opinions and direction.
14. Social Orientation—Job requires preferring to work with others rather than alone, and being personally connected with others on the job.

**J. Working Conditions**

1. Inside; some classrooms and areas are not air conditioned.
2. Outside for activities and student supervision.

**K. FLSA Status:** Exempt.

Professional exemption: The employee has a primary duty of performing work requiring knowledge of an advanced type in a field of science or learning customarily acquired by a prolonged course of specialized intellectual instruction and study or has a primary duty of teaching, tutoring, instructing, or lecturing in the activity of imparting knowledge and is employed and engaged in this activity as a teacher.

- L. Essential Functions:** The essential functions of the Librarian/Media Specialist position include: (1) regular, dependable attendance on the job; (2) the ability to perform the identified tasks and to possess and utilize the identified knowledge, skills, and abilities to perform the identified work activities; and, (3) the ability to perform the following identified physical requirements:

<b>Physical Requirements Librarian/Media Specialist</b>		Item is not a requirement of the job NE	Occasional -- up to 33% of time NE	Occasional/Essential -- up to 33% of time, absolutely essential to the job E	Frequent -- between 34% - 66% E	Continuous -- over 66% of time E
<b>E = Essential</b>						
<b>NE = Non-Essential</b>						
<b>Stamina</b>						
1. Sitting					X	
2. Walking					X	
3. Standing			X			
4. Sprinting/Running		X				
<b>Flexibility</b>						
5. Bending or twisting at the neck more than the average person				X		
6. Bending or twisting at the trunk more than the average person				X		
7. Squatting/Stooping/Kneeling				X		
8. Reaching above the head				X		
9. Reaching forward				X		
10. Repeating the same hand, arm or finger motion many times (For example: typing, data entry, etc.)			X			
<b>Activities</b>						
11. Climbing (on ladders, into large trucks/vehicles, etc.)				X		
12. Hand/grip strength			X			
13. Driving on the job			X			
14. Typing non-stop			X			
<b>Use of Arms and Hands</b>						
15. Manual dexterity (using a wrench or screwing a lid on a jar)			X			
16. Finger dexterity (typing or putting a nut on a bolt)				X		
<b>Lifting Requirements</b>						
17. Lifting up to 10 pounds (Mark all that apply)						
Floor to waist				X		
Waist to shoulder			X			
Shoulder to overhead			X			
18. Lifting 11 to 25 pounds (Mark all that apply)						
Floor to waist			X			
Waist to shoulder			X			
Shoulder to overhead		X				
19. Lifting 26 to 50 pounds (Mark all that apply)						
Floor to waist			X			
Waist to shoulder			X			
Shoulder to overhead		X				
20. Lifting 51 to 75 pounds (Mark all that apply)						
Floor to waist		X				
Waist to shoulder		X				
Shoulder to overhead		X				
21. Lifting 76 plus pounds (Mark all that apply)						
Floor to waist		X				
Waist to shoulder		X				
Shoulder to overhead		X				
22. Can load/items weighing over 50 pounds that are lifted or carried be shared, or reduced into smaller loads?		X				
<b>Pushing/Pulling</b>						
23. 25 to 50 pounds				X		
24. 51 to 75 pounds			X			
25. 76 to 90 pounds		X				
26. Over 90 pounds		X				
<b>Carrying</b>						
27. 10 to 25 pounds				X		
28. 26 to 50 pounds			X			
29. 51 to 75 pounds		X				
30. 76 to 90 pounds		X				
31. Over 90 pounds		X				