

WICKENBURG UNIFIED SCHOOL DISTRICT
JOB TITLE: LIBRARY/MEDIA CENTER SPECIALIST

Position Type: Non-Exempt	Supervises: Library, students
Salary Schedule: Classified Grade 13	Reports to: School Principal
Term of Employment: School Year	Approved by: Human Resources
FTE: TBD	Date: 12/14/2015

We are creating excelling schools where there is a laser-like focus on the Essential Elements of Instruction and moving each student to the next academic level.

POSITION SUMMARY:

To promote a literature rich environment by maintaining age appropriate materials and programs for students and supporting instructional staff in identifying media resources and technology.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

- Supports students by assisting them in all aspects of library use;
- Promotes library use beyond regularly scheduled classes;
- Maintains classroom coordination of computers and other educational technology;
- Maintains inventory of all materials, both books and audio visual equipment;
- Maintains an effective, student-friendly library environment;
- Maintains library in a neat and orderly fashion (shelving, cleaning, decorating for special occasions);
- Supports and assists students in meeting instructional objectives;
- Provides a positive learning environment;
- Gathers materials and resources as requested by teachers;
- Maintains equipment and materials in good working order;
- Orders, catalogs, shelves and repairs books;
- Orders/ renews school magazine subscriptions;
- Maintains library system data base;
- Maintains Renaissance Learning data base in order for teachers and students to access programs such as Accelerated Reader;
- Manages all overdue, damaged, discarded, missing and lost books;
- Performs assigned student supervisory duties.
- Other duties as assigned.

CERTIFICATES, LICENSES AND REGISTRATION REQUIRED:

- Must be able to pass a fingerprint clearance and background check or maintain a current Fingerprint Clearance Card.

EDUCATION AND/OR EXPERIENCE:

- High School graduate or equivalent; college degree preferred;
- One year related experience or training;
- Completion of ParaPro Test or Associates Degree, preferred;
- Previous experience in an educational setting preferred.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- To perform the job successfully, and individual must be able to perform each essential duty satisfactorily. The qualifications for this job description are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- **Computer Skills** – Demonstrated competency in computer applications such as Word, Excel, Outlook, and typing.
- **Communication Skills** – Ability to read and interpret general documents such as employee handbooks and safety/training manuals. Ability to write general correspondence and speak effectively with others.

Every Child has Hope, Every Student is a Graduate, Every Graduate has a Dream

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- **Math Ability** – Ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions and decimals.
- **Reasoning Ability** – Ability to interpret assortment of instructions furnished in variable forms. Ability to apply reason to research and solve moderately complex issues with little or no assistance.
- **Such alternatives to the above qualifications as the Board may find appropriate and acceptable.**
- **Physical Demands:** While performing the duties of this job, employee is frequently required to sit, talk, and hear. The employee occasionally will stand and walk. The employee is occasionally required to reach with hands and arms. Employee will frequently interact with the public and other staff members. Specific vision abilities required by this job include close vision.

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

The Wickenburg Unified School District is an Equal Employment Opportunity Employer in compliance with Title VI of the Civil Rights Act of 1964, Civil Rights Act Title VII of 1972. Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act (ADA) of 1990. Wickenburg Unified School District does not discriminate on the basis of race, color, religion, national origin, sex, disability or ate in employment or in any of its educational programs or in the provisions of benefits and services to students.