

Librarian/Media Specialist – Primary School

School District Job Description

Position Title: Librarian/Media Specialist - Primary School

Department: Media Services

Reports To: Building Principal

SUMMARY: Responsible for all secretarial duties in the media center, process orders, preparation and distribution of new materials, order repair of media center computers and CD ROMS, etc. Update and manage all circulation and student records as well as the media center in the absence of the media specialist.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Orders books.
- Checks all library materials in and out.
- Stamps and labels all material for circulation.
- Prepares periodicals for shelving.
- Schedules use of materials.
- Supervises/Assists students while in the library.
- Teaches library curriculum to students.
- Collects overdue fines, maintain financial reports of media center.
- Maintains accurate and up-to-date computer card catalog, shelf lists and circulation records.
- Orders, processes and maintains materials and equipment.
- Provides guidance and supervision to parent volunteers and student aides.
- Inventories all materials annually and completes related reports.

SUPERVISORY RESPONSIBILITIES:

Scheduled library classes and duties as assigned.

EDUCATION and/or EXPERIENCE:

Master's Degree in Library Science and valid teaching certificate. Classroom experience preferred.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.

TERMS OF EMPLOYMENT: Nine+-month employee. Salary to be established by the Board of Education

Acknowledged _____

Date_____