

SOUTH SIOUX CITY COMMUNITY SCHOOLS

LIBRARIAN/MEDIA SPECIALIST

Reports to: Principal
Classification: Certified
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.

Terms of Employment: Days according to school calendar as approved by board policy

Evaluation: Performance in this position will be evaluated regularly by the supervisor and in accordance with Board Policy

Compensation: Reviewed and established annually by the Board of Education

EMPLOYEE CHARACTERISTIC REQUIREMENTS

- Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
- Job requires being reliable, responsible, and dependable, and fulfilling obligations.
- Job requires being honest and ethical.
- Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
- 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.

WORKING CONDITIONS

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

PERFORMANCE RESPONSIBILITIES

- Administer school library and media program.
- Provide for the reasonable care and safety of students under the Librarian/Media Specialist's supervision.
- Supervise students in out-of-classroom activities as assigned.
- Participate in professional activities and staff development as assigned and as needed to maintain professional competence and to perform duties.
- Develop and maintain a positive rapport with students and parents.
- Develop and maintain a positive and professional working relationship with other staff and administration.
- Maintain confidentiality of information concerning staff, students, and parents in accordance with law and District rules.
- 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.
- Teach students to search for information using databases.
- Supervise media program's budgeting, planning, and personnel activities.
- Check media materials in and out of the library.
- Explain use of library facilities, resources, equipment, and services, and provide information about library policies.
- 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.

- Direct, train and monitor staff and student resources provided to assist in the library and media program.
- Respond to media patron complaints, taking action as necessary.
- Compile lists of books, periodicals, articles, and audiovisual materials on particular subjects.
- Promote and disseminate resources that support the curriculum and meet diverse learning needs.
- Prepare bibliographies and special reserve collections on topics as requested.
- Promote an inviting and student-centered atmosphere in the Library Media Center.
- Prepare, administer, and grade tests and assignments in order to evaluate students' progress.
- Confer with other staff members to plan and schedule lessons promoting learning, following approved curricula and to integrate media materials with the instructional program.
- 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).
- Establish and enforce rules for behavior and procedures for maintaining order among the students for whom they are responsible.
- 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.
- Subject Matter—Knowledge of the effective administration and implementation of a school media program.
- 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.
- Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
- 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.
- Knowledge of media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media.
- Managing one's own time and the time of others.
- Adjusting actions in relation to others' actions.
- Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- 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.
- 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.
- 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.
- Developing constructive and cooperative working relationships with others, and maintaining them over time.
- Identifying the educational needs of others, developing formal educational or training programs or classes, and teaching or instructing others.

- 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.
- 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.
- Communicating with people outside the District. This information can be exchanged in person, in writing, or by telephone or e-mail.
- Performing day-to-day administrative tasks such as maintaining information files and processing paperwork.
- Monitoring and controlling resources and overseeing the spending of money. Monitoring and controlling library resources. Ordering or purchasing supplies, materials, or equipment.
- Developing, designing, or creating new applications, ideas, relationships, systems, or products, including artistic contributions. This includes arranging library displays.
- Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.
- Perform other tasks or duties as assigned by the Board, the Superintendent or the supervisor.

EDUCATION AND/OR EXPERIENCE

- 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.

REQUIRED KNOWLEDGE AND SKILLS

- Regular, dependable attendance on the job, the ability to perform the identified tasks and to possess and utilize the identified knowledge, skills, and abilities and to perform the identified work activities; and the ability to perform the following identified physical requirements:

Physical Requirements Librarian/Media Specialist		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
Stamina						
1. Sitting					X	
2. Walking					X	
3. Standing			X			
4. Sprinting/Running		X				
Flexibility						
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			

Activities				
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		
Use of Arms and Hands				
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	
Lifting Requirements				
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			
Pushing/Pulling				
23. 25 to 50 pounds			X	
24. 51 to 75 pounds		X		
25. 76 to 90 pounds	X			
26. Over 90 pounds	X			
Carrying				
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			