

## **CLOVIS MUNICIPAL SCHOOLS JOB DESCRIPTION**

<b>Position:</b>	Elementary Media Specialist
<b>Supervisor:</b>	Principal
<b>General Job Description:</b>	The Elementary Media Specialist will coordinate library activities for the elementary school.

### **Essential Duties and Responsibilities:**

1. Work in conjunction with teachers and administrators, in planning and implementing a program of user guidance and a sequential program of library skills instruction.
2. Organize and manage the library media center in accordance with established written policies and procedures.
3. Promote effective use of the library media center and its services.
4. Communicate effectively both verbally and in writing.
5. Assist students and personnel in school environment where individual differences are respected.
6. Respond to students as individuals.
7. Help maintain cohesiveness in school environment.
8. Assist with supplementary work for students and supervise independent study in the school environment.
9. Use current technology for instructional management needs.
10. Manage the educational setting in a manner that promotes positive student behavior and a safe and healthy environment.
11. Assist in maintaining students' involvement in appropriate tasks.
12. Provide assistance with individualized program materials.

### **Additional Duties and Responsibilities:**

1. Manage and operate the library.
2. Assist teachers with special classroom needs.
3. Work with teachers in the selection and acquisition of appropriate books, periodicals, and technology.
4. Inform teachers concerning new materials and equipment.
5. Maintain a comprehensive and efficient system for cataloging all library materials.
6. Promote appropriate conduct of students using library facilities.
7. Organize the circulation of library-media materials and equipment.
8. Help students to learn basic library skills.
9. Schedule the use of the library by class, and small groups.
10. Provide materials for the professional growth of the faculty, and maintain a professional collection.
11. Maintain an inventory of all library materials and equipment.
12. Remove obsolete and worn materials from the collection.
13. Arrange book-related bulletin boards and displays of interest to the students.
14. Update and maintain the library's database of materials.
15. Notify students and teachers concerning overdue books.
16. Make simple repairs on damaged books, and make arrangements to have severely damaged books sent to the bindery.
17. Operate the circulation desk.
18. Shelf incoming books.
19. Read to small groups of students.
20. Operate as the circulation agent between the school and the district non-print library.

21. Maintain circulation records.
22. Provide assistance with computers utilized by students.
23. Other tasks deemed appropriate or necessary by the immediate supervisor(s).

**Qualifications:**

1. High School diploma or GED. Additional education and/or train desirable.
2. Possess or qualify for a New Mexico Level I Educational Assistant License.
3. 60 college hours.
4. Demonstrated aptitude for the work to be performed.
5. Basic typing, filing, and computer skills recommended.
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**Physical Requirements:**

Sitting, standing, lifting and carrying (up to 50 pounds), reaching, squatting, kneeling, climbing, and moving light furniture may be required.

**Safety and Health:**

1. T.B. Test
2. Knowledge of universal hygiene precautions.

**Equipment/Material Handled:**

Must know how to properly operate or be willing to learn to operate all multimedia equipment including current technology.

**Work Environment:**

Must be able to work within various degrees of noise, temperature, and air quality. Interruptions of work are routine. Flexibility and patience are required. Job responsibilities include both inside and outside work. Must be self-motivated and able to complete job assignment without direct supervision. After hour work may be required. Must be able to work under stressful conditions.

**Terms of Employment:**

Salary and work year to be established by the Board.