

# GEYSERVILLE UNIFIED SCHOOL DISTRICT

## GES LIBRARY/MEDIA COORDINATOR

Salary Classification: C13

rev. 8/17/22

### **DEFINITION:**

Under the general supervision of the site administrator, the Library/Media Coordinator is responsible for the ordering of new library books, media and supplies; the cataloging of books and media using the computerized library catalog system; the supervision of the Library/Media Center; maintenance of all Library/Media Center functions; and provision of assistance to teachers and students in research and class projects.

### **EMPLOYMENT STANDARDS:**

#### **Knowledge of:**

- Library terminology, reference sources, practices, techniques, and evolving technology including computerized and online research programs and software, and library automation systems
- Dewey decimal classification procedures
- Basic reference sources and materials and external resources to support library technology
- Books, periodicals, videos, CD's, software, online curricular services, and other available instructional materials
- Online database search and retrieval techniques and systems
- Modern office procedures, equipment and technology
- Appropriate English usage – vocabulary, spelling and writing

#### **Ability to:**

- Use both Macintosh and PC computers, CDROM, applicable software, Internet browsers and other computer hardware and software
- Learn, understand and train others in use of evolving technology for study and research, including but not limited to a variety of relevant software programs, online services, and other curricular use of computers
- Manage and maintain the library collection, making independent decisions and working with minimal supervision
- Be creative and self-motivated
- Maintain a quiet, orderly, and productive library/media center environment
- Proficiently operate Word, Excel, Publisher, email and internet
- Operate and demonstrate audio-visual equipment
- Establish and maintain good working relationships with students, staff, and the public, demonstrated by personal qualities including resourcefulness, integrity, punctuality, pleasant demeanor, and an ability to accept constructive criticism
- Project a positive image of the District to the public and community
- Maintain the confidentiality of student and school related information

#### **Desirable Qualifications:**

- Specific experience working with children or youth related activities

## **SPECIAL REQUIREMENTS**

- TB Clearance
- Fingerprinting Clearance
- Proof of full COVID vaccination or participation in weekly COVID testing

## **EDUCATION**

- High School Diploma or equivalent; Earned Bachelor's Degree or Master's Degree desirable

## **EXPERIENCE & TRAINING**

- Four or more years of recent experience working in a school or public library, or similar experience

## **EXAMPLES OF DUTIES AND RESPONSIBILITIES**

Duties and responsibilities may include, but are not limited to the following:

### Students and Staff:

- Develops and effectively maintains a technologically up-to-date library program suitable for students and learning
- Assists students in location and use of library books, hardware, software, or other research systems and materials
- Assists teachers and other staff in locating and compiling material for their classes, including materials to support the curriculum
- Develops, in cooperation with school staff, a school-wide schedule for classes to come into the library for full class research, reading, or listening activity
- Develops and present lessons to classes that introduce them to the library, its technology and systems, including library skills and knowledge, use of the dictionary, encyclopedia and other research materials, and use of books for both learning and pleasure
- Conducts oral reading activities, using a variety of techniques and supplementary materials
- Establishes professional, friendly rapport and relationships with students, staff, parent volunteers and the public
- Maintains CDROM access and assists students with their use
- Maintains suitable academic environment for study and research
- Develops and maintains reading incentive programs
- Assists students in the development and preparation of research papers
- Maintains Internet connection and assists students with online search strategies
- Prepares bibliographies and reading lists for staff and students
- Coordinates with the Principal and classroom teachers to create, complete and produce the annual GES yearbook.

### Library Management:

- Processes new library materials (book stamp, pocket, due date, spine label, book card, database entry, bar code, cover, etc.)
- Performs annual inventory of Library materials, equipment and furniture; reviews collection for additions or deletions, with assistance from the Sonoma County Office of Education
- Circulates, returns and keeps records on library materials according to standard library procedures. Maintains overdue records and fee collections for lost materials

- Selects and process new library materials, systems and software as needed and within budget limitations, with state frameworks, and staff and student requests
- Prepares and maintain cards in catalog and/or in a computerized library system
- Prepares and maintains electronic database of library items and students. Make classification changes on books and shelf lists cards as needed
- Shelves and maintains shelf order of books and other materials
- Trains parent volunteers and/or student aides in skills needed to assist in the school library and media/technology center
- Maintains and repairs books and other library materials as needed. Orders and maintains stock of supplies needed for library operation
- Prepares displays and bulletin boards to stimulate student interest and focus attention on materials newly acquired or pertinent to the curriculum
- Coordinates and participates in fund raising activities, book fairs, grant writing; monitors library accounts to remain within budget
- Makes classification changes on books, catalog cards and/or computer system entries as needed
- Participates in various relevant committees that make purchases that affect the library, technology and other curriculum materials
- May attend instructional assistant meetings and school in-services
- Performs library related clerical duties such as filing, processing, mailing, monitoring library accounts, preparing reports and newsletters
- Tracks lost books throughout each trimester and collects fees at the end of each trimester. Works with the GES Secretary to send out missing book notices through the Tuesday Mail.
- Performs other related duties as the need might arise or as assigned

#### **PHYSICAL EFFORT/WORKING ENVIRONMENT**

- Must possess the ability to sit, stoop, bend, lift, and carry up to 40 pounds maximum
- Must possess visual, hearing, and vocal skills necessary to effective interaction with the children and adults with whom the Library/Media Center Technician will interact
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions