



Job Description

Job Code **AM126**

Resource Center Specialist

Washington Elementary – 2260 W. Isabella Avenue

Clerical Test Required at Time of Application

Title I Schools Only - Associate's Degree or 60 college credits required at time of hire or pass district ParaPro Test

Salary Range: 25 - 1, \$11.79

Term: 9.75 months

FSLA: Non-Exempt

Benefits: Sick leave, holidays, retirement, workers' comp, life, health, dental and vision insurance

Position

To organize and maintain the daily operation of the media center to ensure appropriateness and availability of resources; to guide and direct students and teachers in media center use; and to ensure the effective and efficient functioning of media center services.

Qualifications

- High School education or equivalent; library and technology coursework and/or equivalent experience preferred
- Average proficiency in typing, with good accuracy; above average test battery; good math aptitude
- Computer proficiency to include use of basic software applications (Word, Excel, etc) and Destiny, Genesis and OBARS
- Knowledge of and experience in library procedures to include Dewey Decimal System, computerized Library Management System and Internet searching skills
- Ability to operate standard office equipment and audio visual equipment; ability to lift up to 50 pounds
- Ability to troubleshoot computers, peripherals and equipment to determine needed repair
- Ability to organize and prioritize workload, take initiative and work independently, and meet deadlines while working with frequent interruptions and minimum supervision
- Ability to establish and maintain effective working relationships and to effectively communicate (written and verbal) with students, parents, teachers and district personnel, etc

Essential Duties

- Organize, process and maintain resource materials to ensure appropriateness and availability for student and teacher use; schedule and monitor use of media center
- Perform data entry concerning books and other resource materials in computerized management system
- Perform circulation tasks (i.e. checking books and resource materials in/out; issuing debt notices, etc)
- Provide guidance and direction to students and teachers in the utilization and selection of media center resources
- Maintain and monitor budget expenditures according to district policies and procedures to ensure availability of resources and proper use of funds
- Order and receive library and media resources and equipment appropriate to school's needs
- Maintain and repair resource materials and troubleshoot media and computer equipment; submit work orders when needed
- Conduct computerized inventory of library collection and resource center materials and equipment to ensure accurate recordkeeping and documentation of lost and/or damaged materials
- Coordinate and manage district interlibrary loan process
- Prepare and process written materials to disseminate information to appropriate parties (i.e. correspondence, late notices, overdue lists, etc)
- Prepare reports relative to the operation of the media center to disseminate information to appropriate parties (i.e. circulation and patron statistics, etc)
- Provide an environment that is conducive to learning (i.e. orderliness, displays, bulletin boards, etc)
- Oversee and assign tasks to additional support staff, student helpers and/or volunteers

Marginal Duties

- Assist other personnel as may be required for the purpose of supporting them in the completion of their work activities

Supervision

Site Administrator