



RIVERSIDE UNIFIED SCHOOL DISTRICT

TITLE: LIBRARIAN

WORK YEAR: 185 Work Days

EDUCATION/CERTIFICATION REQUIREMENT:

- Bachelor's Degree or higher
- Valid California Teacher Librarian Services Credential with English Learner Certification

PRIMARY FUNCTION:

The position of Librarian, under the supervision of the site Principal and/or designee, implements and oversees the operation and maintenance of the school library; utilizes an automated management library system to process, categorize, organize, inventory, and maintain books and instructional media materials.

AREAS OF RESPONSIBILITIES:

- Selects, orders and processes books, periodicals, digital multimedia and other types of materials for the library collection as well as administering all related equipment for the school
- Organizes and maintains the library collections in good repair develops, implements and maintains a positive and engaging library environment
- Assist principals and site-based committees in the selection and placement of school library media personnel
- Assist with the staff development in the area of print and electronic resources and services for school staff
- Create and maintain a variety of computerized records, lists and reports related to work performed, such as library inventory, returned shipping cards and overdue materials
- Enter library related data into a computerized software system
- Communicate the district's vision, goals and priorities to the public, especially regarding school library media programs
- Confer with teacher in order to select course materials and to determine which training aids are best suited to particular grade levels
- Demonstrate use of media equipment for instructors, students and staff
- Assist students in conducting internet searches
- Guide students and teachers in finding and using library resources, including reference materials, media equipment, computers and electronic resources
- Train and provide work direction to students involved in circulating and shelving media materials
- Compile, maintain and update statistical data related to media material usage
- Perform other related duties as assigned

- Create and update bulletin board and other seasonal theme displays to emphasize and promote new books and multimedia related to current curriculum and calendar
- Train and supervise school staff and students in the use of library equipment including computers, scanners, color copiers and printers
- Perform simple maintenance tasks on media equipment, such as cleaning monitors and lenses and changing batteries and light bulbs
- Lift and carry equipment media and/or library supplies weighing up to 25 pounds

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

Knowledge of:

- Library methods, procedures, terminology and related technology
- Standard library reference sources and media products used in libraries
- Correct labeling and shelving processes for fiction and nonfiction books and materials
- Library inventory principles and practices in an automated environment
- Operation and use of library equipment, systems and support tools, including standard reference tools and materials
- Methods and techniques for conducting internet research
- Basic copyright laws

Ability to:

- Develop, catalog, organize and maintain a variety of library and multimedia material
- Process and shelve library materials
- Perform a variety of technical and clerical library functions
- Provide an environment for students to develop an appreciation for literature and reading
- Work independently with little direction
- Use time management techniques to organize and prioritize work
- Maintain consistent, punctual and regular attendance
- Communicate effectively both orally and in writing
- Send and receive emails and research information through the internet
- Monitor students and assigned staff in the library and off-campus for school related activities
- Operate a variety of office equipment including a computer and assigned software
- Establish and maintain effective and harmonious working relationships with students, fellow employees, teachers and administrators
- Work in a diverse socio-economic and multicultural community

Physical:

- Ability to push, pull, and transport instructional and/or presentation materials
- Ability to communicate so others will be able to clearly understand a normal conversation
- Ability to understand speech at normal levels

- Ability to bend, twist, stoop and reach
- Ability to drive a personal vehicle to conduct business

Mental:

- Ability to organize and coordinate schedules
- Ability to analyze and interpret data
- Problem solving
- Ability to communicate with the public
- Ability to read, analyze and interpret printed matter and computer screens
- Ability to create written communication so others will be able to clearly understand the written communication
- Ability to communicate so others will be able to clearly understand a normal conversation
- Ability to understand speech at normal levels

Environment:

- Indoor – frequently
- Outdoor – occasionally
- Ability to work at a desk and in meetings of various configurations.