

FNSBSD JOB DESCRIPTION	
<i>Job Title:</i> Library Media Associate - Elementary	
<i>Supervisor:</i> Building Principal/Administrator	<i>Classification:</i> Classified (ESSA)
<i>Days/Months:</i> 10 months	<i>Grade:</i> 8

Job Summary

Manages the library and assists students and staff in the effective use of library resources.

Essential Job Functions

Implements specific library/information literacy related instructional programs and activities with students, selecting from approved resources provided by the classroom teacher, the principal, or the director of library media.

Gives Book Talks and reads to classes of students as they visit the library.

Familiarizes students and staff with all available library resources and acts as a guide to students and staff in locating information through the use of the automated catalog, print and online resources and databases; provides staff development in the use of instructional resources and new information technologies.

Assembles materials and prepares bibliographies for teachers in support of their classroom projects.

Operates and maintains the computerized circulation system, including check-in and check-out, updating system with new patrons, performing automated cataloging of newly acquired materials using cataloging software, backing up data, and running various reports on usage, circulation, etc.

Repairs damaged books and provides maintenance when required.

Arranges inter-library loans and tracks inter-library loans through the automated circulation system.

Coordinates special student activities during the workday, such as book fairs and reading incentive programs, as directed by the principal.

Assists staff and students with the use of library computers and related multi-media and audio-visual (AV) equipment.

Oversees the maintenance, circulation and inventory of multi-media and AV equipment.

Maintains and operates the building-wide broadcast video system.

Prepares library related educational and instructional displays for the school for professional development sessions and conferences. Maintains library bulletin boards and/or showcases.

Assists the principal in drafting the school's library budget and monitors library expenditures throughout the school year.

Performs an automated inventory of all library materials, uses district collection development guidelines when purchasing and removing library materials, prepares overdue notices and invoices for lost and damaged items, processes new books and other library materials.

Non-Essential Job Functions

Performs other job-related duties as assigned.

Equipment Used

Mac and PC computers, digital devices, multimedia projectors, digital and analog technical equipment, scanners, printers, copiers, in-house cable systems, laminating machine, and bookbinding machine.

Independent Decisions

Some independent judgment allowed within scope of job

Primary Working Contacts

Staff and students.

Responsibility for Cash, Equipment, Safety

Normal care in handling AV, multimedia and computer equipment. Follows established procedures for handling money.

Supervision Received and Exercised

Supervises volunteers, high school student and adult library clerks, temporary aides and elementary student helpers; supervised by building principal.

Unusual Working Conditions

Must be able to lift a minimum of 35 lbs. frequently.

Evaluation

Annual written evaluation.

Physical and Mental Demands

The physical demands of this position require frequent standing, walking, sitting, speaking, and hearing. Requires near vision to write and read printed materials and computer screens. Requires hearing and speaking to exchange information on the telephone or in person. The employee is regularly required to reach with his/her hands and arms and frequently lift items weighing up to 35 lbs. Must be able to use carts, ladders, dollies, and stools to assist in moving or shelving items. Requires sufficient arm, hand, finger dexterity to operate a keyboard and other office equipment. Repetitive motions with wrists, hands, and fingers may also be required. Additionally, the employee must be able to communicate by oral and written means in an appropriate business manner and have cognitive skills to understand instructions, readily recall facts and details, handle conflict, and make effective decisions under pressure.

The Fairbanks North Star Borough School District is committed to providing reasonable accommodations, according to the applicable state and federal laws, to all individuals with qualified physical or mental disabilities.

Job Qualifications

The following are required:

1. A minimum of 48 hours of college credits. Include transcripts showing completion of or enrollment in a three (3) credit college level children's literature course, which explores a variety of literature, with an emphasis on selecting, interpreting, and using quality literature with children from preschool to grade 8.
2. A minimum of one (1) year of public, academic, or school library work experience, to include experience working with online library catalogs and classification systems.
3. Demonstrate general clerical skills, including typing speed of 35 wpm minimum.
4. Must possess good organizational skills.
5. Knowledge of online library catalogs and classification systems.
6. Must have a basic knowledge of computer operations, including database management; knowledge of various online resources and appropriate use.
7. Must be comfortable working with elementary age children and be aware of their developmental stages.
8. Ability to maintain an inviting and engaging child friendly atmosphere.
9. Ability to promote literature and assist students in connecting with age appropriate books of interest in order to encourage their reading.
10. Ability to help children learn computer searching skills, as well as traditional reference resources.
11. Must have the ability to work independently, coping with continual interruptions, shifting job priorities, and under stressful conditions.
12. Ability to coordinate activities of volunteers, library clerks, and elementary student helpers.
13. Must be able to establish and maintain effective relationships with others.

The following are preferred:

1. Experience in copy cataloging.
2. A familiarity with web pages, Wikis and other Web 2.0 tools.

Additional Job Information

Fairbanks North Star Borough School District employees must possess the ability to read and write in English. This includes the ability to communicate in English with school staff, coworkers, and the public. Employees must also have the ability to comprehend and carry out oral and written directions and understand and follow English instructions and written documents.

The Fairbanks North Star Borough School District is an Equal Opportunity Employer.