

CALAVERAS UNIFIED SCHOOL DISTRICT
3304 B Highway 12 - P. O. Box 788
San Andreas, CA 95249
209/754-2300

JOB TITLE: *Media Specialist*
WORK YEAR: *180-Day/ 190 Day*

JOB DESCRIPTION: Under the direction of the site administrator/Technology Coordinator or designee to monitor, coordinate library/media/computer technology and systems at the site level. This job class requires continual student, staff and public contact. Persons employed as a Media Specialist must demonstrate a desirable example of professional appearance and presence; also must work positively and cooperatively; and must demonstrate qualities of initiative, dependability and resourcefulness.

ESSENTIAL JOB TASKS:

1. Perform a variety of clerical library/media duties involved in the acquisition, circulation, maintenance and distribution of library books, media devices (ie Chrome Books) and instructional materials at an assigned school site; process new books and instructional materials; oversee the cataloguing of books and instructional materials.
2. Assist students and staff with media use.
3. Repair, maintain, develop and monitor media inventory including basic Chromebook troubleshooting.
4. Manage, coordinate and assist in the use of multi-media material, equipment, facilities and schedules.
5. Manage department budget. Maintain a variety of records related to library books, instructional materials, media devices, student information, inventory, purchase orders and assigned activities; establish and maintain filing systems.
6. Supervise and collect student attendance (grades 7-12 only) as applicable
7. Manage, maintain and update school website, media systems and/or labs.
8. Work with staff to develop and coordinate media systems with curriculum.
9. Perform other duties as assigned.

KNOWLEDGE/SKILLS/ABILITIES:

Knowledge of:

- * School/District rules and regulations.
- * Students rights and responsibilities.
- * Laws, regulations and terminology relating to inventory, bookkeeping and student attendance.
- * Microcomputers and applications; use, installation, trouble shooting, data base, word processing; networks, software, library systems.

- * Inventory practices and procedures.
- * Research skills, instructional skills (presentations, classroom management).

Ability to:

- * Maintain cooperative and harmonious relationships with the public, administration and site staff.
- * Follow oral and written directions.
- * Communicate and relate with others in an effective and sensitive manner, both orally and in writing.
- * Read, write and speak correct English.
- * Initiate good conceptual ideas with practical applications.
- * Display strong analytical skills.
- * Display great flexibility to a constantly changing environment.
- * Work independently.
- * Type a minimum of 45 words per minute.

PHYSICAL

- **Standing/Walking:** Frequently; throughout library while shelving, assisting library patrons.
- **Sitting:** Occasionally; at desk or computer while completing paperwork, keyboarding, etc.
- **Lift/Carry:** Frequently, 1-15 lbs.; books, supplies, materials; occasionally up to 16-50 lbs. audio-visual equipment including television, overhead projectors, etc.
- **Push/Pull:** Frequently, 10-35 lbs. force; moving equipment carts, sliding books on shelves.
- **Climbing:** Occasionally; using 1-2 step ladder to reach upper library shelves.
- **Bending/Twisting:** Frequently; at waist/knees/neck while retrieving/shelving materials and equipment on upper and lower shelves.
- **Kneeling/Crouching:** Occasionally; while handling materials on lower shelves.
- **Hands/Arms:** Constantly; in reaching/handling/grasping/fingering while issuing materials, re-shelving, keyboarding, filing, etc. Overhead reaching required.
- **Sight:** Constantly; in reading, sorting, identifying library materials, etc.; visual requirements include visual acuity in near and mid-range vision.
- **Speech/Hearing:** Frequently; in answering questions and determining needs of library users both in person and over phone.

MENTAL

- Ability to communicate effectively orally and in writing, and work easily with staff and students when under stress of multiple tasks or frequent interruption.
- Frequent mental alertness, attention to detail, and accuracy required in cataloging, issuing, and filing library materials.
- Must be able to work independently and follow through on all tasks.
- Must be able to plan and prioritize work to handle multiple tasks and requests.
- Must be able to use logic and organizational skills to prepare, assign, and maintain filing and cataloging systems in an accurate and orderly manner.
- Ability to work with students to minimize disruptive behaviors.
- Must be able to read/write/speak English and possess basic mathematical skills

Minimum Qualifications:

High School diploma or equivalent.

Recent experience, with at least one year of responsible experience within the school system environment.

Extensive technical/media knowledge.

Valid California Driver's License with proof of insurance.

Possible training needs: Basic Infinite Campus, network essentials, laws, terminology of inventory, bookkeeping, and student attendance, basic library systems PC troubleshooting, research skills, presentation software, software (site specific), leadership.

SALARY: Placement on the CSEA Salary Schedule, Range F

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.), and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Board Approved: 10/26/23

CSEA: 8/10/23