

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: INSTRUCTIONAL MEDIA SPECIALIST/LIBRARY COORDINATOR

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of specialized duties related to the receipt, inventory, maintenance and distribution of instructional media. Provide general library assistance and information to students and staff, supervise large groups of students utilizing the library during regular operating hours.

DISTINGUISHING CHARACTERISTICS:

Incumbents in the Instructional Media Specialist classification perform a variety of specialized duties involved in the operation, maintenance and circulation of instructional media equipment and materials at an assigned junior high or high school.

REPRESENTATIVE DUTIES:

Order, receive, inspect and process instructional media equipment; arrange appropriate identification and storage and prepare file cards.

Order, receive, inspect, classify, store and maintain media software including films, slides, tapes, books, maps and other instructional materials.

Provide library services and participate in the acquisition, processing and circulation of library books, periodicals and other materials.

Develop and maintain schedules for software and equipment use in accordance with teacher requests and availability; assure the timely delivery and return of equipment and materials.

Operate a variety of specialized media equipment including film, slide and movie projectors, cassette players and recorders, public address and other audio systems, splicer, cameras and others.

Maintain a variety of records, reports, lists and card catalogs regarding the maintenance, inventory and circulation of instructional media equipment and materials.

Demonstrate the use of specialized media hardware and software to teachers and students; provide recommendations regarding the selection of equipment and materials for specific purposes.

Collect and maintain accurate accounting of library fines and copy machine money; submit money to School Finance Clerk.

Train and provide work direction to student assistants; select and evaluate assigned students.

Perform minor repairs, adjustments and preventive maintenance on media equipment; arrange for major repairs and maintain adequate supplies of tapes, film, batteries, bulbs and other items.

Maintain regular hours of operation of the library, including opening and closing.

Operate computer and word processing hardware and other business machines and perform a variety of general clerical duties including typing, filing, duplicating and maintaining alpha and numeric files.

Maintain current knowledge of technological advances and new equipment in the field; recommend the purchase of new equipment and the disposal or replacement of old or damaged equipment.

Communicate with faculty and administrators to schedule and coordinate requests for equipment and software, resolve scheduling conflicts and exchange information.

Schedule library for use by teachers, classes and others.

Prepare and process student overdue and indebtedness slips as needed; maintain accurate record on all library transactions.

Assume duties of Sr. Library Clerk/Coordinator in event of absence.

Provide a variety of library related information to students and staff; assist in locating and selecting appropriate materials.

Represent high school library to staff and others.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Instructional media equipment and materials used at secondary school.
Operation and maintenance of a wide variety of specialized media hardware and software.
Basic cataloging procedures.
Instructional Media terminology and procedures.
Library classification systems.
Basic knowledge of computerized library systems.
Communication skills and organizational techniques.
Principles and practices of providing work direction and guidance to others.
Modern office practices, procedures and equipment.
Record-keeping techniques.
Interpersonal skills using tact, patience and courtesy.
Proper methods of storing equipment, materials and supplies.

ABILITY TO:

Perform a variety of specialized duties related to the receipt, inventory, maintenance and distribution of instructional media and equipment.
Become familiar with available materials to act as resource specialist at the high school level.
Communicate effectively both orally and in writing.
Follow, apply and explain rules, regulations, policies and procedures pertaining to position.
Complete work with many interruptions.
Schedule and coordinate the use of instructional media hardware and software.
Establish and maintain alpha and numeric files.
Lift objects weighing up to 50 pounds using safe and proper methods and/or equipment. Move objects weighing over 50 pounds using safe and proper methods and/or equipment.
Provide demonstrations and instructions to others in the use of media materials.
Perform general clerical duties such as typing, duplicating and maintaining records.
Understand and follow oral and written directions.
Maintain records and prepare reports.

Type at 40 words net per minute from clear copy.
Operate a variety of office machines including typewriter, calculator, copier, computer and word processing hardware.
Work cooperatively and effectively with others.
Meet schedules and time lines.
Work independently with little direction.
Train and provide work direction to others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school including or supplemented by college-level course work in a related field and two years experience in a media center or similar environment.

WORKING CONDITIONS:

School media center environment; subject to lifting and pushing media equipment and materials.