

HILLSBORO SCHOOL DISTRICT 1 J
JOB DESCRIPTION

CONSULTING LIBRARIAN/MEDIA/SPECIALIST

IMMEDIATE SUPERVISOR Building Principal

GENERAL DUTIES

Develop, maintain, and manage media materials and services in support of the instructional program

ESSENTIAL REQUIREMENTS

- A. A minimum of a Bachelor's degree in an appropriate field of education
- B. Holds an appropriate license from the Teacher Standards and Practices Commission in the State of Oregon
- C. Demonstrates command of oral and written English language
- D. Ability to effectively work and communicate with students, parents, and school personnel from diverse cultures or backgrounds in English, Spanish, or other languages related to the job
- E. Maintain integrity of confidential information relating to students, staff, or district patrons
- F. The ability to work harmoniously with others.

ESSENTIAL RESPONSIBILITIES:

- A. Preview, select, order and facilitate the processing of a variety of media materials and services appropriate to the instructional needs of staff and students for new elementary and middle schools
- B. Consult with administrators to purchase furniture, shelving, and other furnishings to aid in establishing and maintaining an atmosphere conducive to productive study
- C. Provide print resources, software, and equipment which aid in the learning process and support the instructional program
- D. Arrange library space and facilities to support the curriculum and media program
- E. Participate in the selection of library staff
- F. Train library staff in special skills necessary for operating an efficient library
- G. Preview, select, order, and process new acquisitions to the library collection, according to District Policy, including faculty and student input where possible, such that the collection is representative of the languages and cultures of the student population
- H. Use procedures established by Board Policy for preview, evaluation, and selection of media equipment
- I. Assist with the production of materials to meet the needs of the instructional program
- J. Develop a professional library for staff
- K. Communicate effectively with users of media services and materials
- L. Answer inquiries promptly and courteously
- M. Maintain open lines for suggestions from students and faculty
- N. Work cooperatively with other District librarians to share resources and assistance as needed

- O. Acquaint and instruct faculty and students with the resource and production possibilities available to them
- P. Disseminate information relative to new media services and materials regularly
- Q. Demonstrate management skills necessary to carry out assigned responsibility
- R. Develop and implement library goals and objectives that support the school improvement plan and instructional program
- S. Evaluate program and make necessary adjustments
- T. Prepare library budget based on established goals
- U. Maintain fiscal records to keep expenditures within approved budget
- V. Prepare and submit necessary reports
- W. Report compliance with appropriate standards
- X. Organize resources and equipment for user accessibility
- Y. Develop policies and procedures for the circulation of resources and equipment
- Z. Perform other related duties as assigned by the principal and/or Superintendent
- AA. Perform duties in accordance with District Policy and terms set forth in the negotiated agreement
- BB. Assist in the enforcement of school and School District rules and policies
- CC. Maintain an ongoing personal program of professional growth and development
- DD. Develop and implement annually an approved plan for professional growth and development
- EE. Participate in District sponsored in service offerings appropriate to assignment
- FF. Cultivate and model a respectful working and learning environment.

This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's goals.

PHYSICAL REQUIREMENTS FOR ESSENTIAL RESPONSIBILITIES

In 8-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)
 F – Frequently (2.5 – 5.5 hrs per day)
 NA – Not Applicable

O – Occasionally (.5 – 2.5 hrs per day)
 C – Continually (5.5 – 8 hrs per day)

Physical Requirements	NA	R	O	F	C
Sitting				X	
Stationary Standing				X	
Walking (level surface)				X	
Walking (uneven surface)	X				
Crawling	X		X		
Crouching (bend at knees)			X		
Stooping (bend at waist)			X		
Twisting (knees/waist/neck)			X		
Turn/pivot			X		
Climbing (stairs)			X		
Climbing (ladder)		X			
Reaching overhead			X		
Reaching extension			X		
Repetitive use arms			X		
Repetitive use wrists			X		
Repetitive use hands grasping			X		
Repetitive use hands squeezing			X		
Fine manipulation			X		
Using foot control			X		
*Pushing/Pulling Maximum weight: 40 lbs.					
*Lifting/Carrying Maximum weight: 40lbs.					

*Identify items typically moved: _____

WORK PLACE EXPECTATIONS

- A. Work effectively with and respond to people from diverse cultures or backgrounds
- B. The employee will demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean, and appropriate professional manner for the assignment and work setting
- C. Have regular and punctual attendance
- D. Confer regularly with immediate supervisor and work under direction of licensed staff
- E. Follow all District policies, work procedures, and reasonable requests by proper authority.

EMPLOYEE STATEMENT

“I have reviewed the above position and understand its contents.”

“I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents.”

“I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s).”

Employee Name (print)

Date

Employee Signature

Date

Pay Grade: Teacher Salary Schedule
Last Revised: June 2007