

**Warrenton-Hammond School District**  
**Job Description**

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**Job Title:** Librarian/Media Specialist – High School  
**Reports To:** Principal

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**JOB SUMMARY**

This position manages the library collection and performs a variety of media center responsibilities, including working with groups of students in developing media skills and maintaining the school's literary collection.

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**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

1. Follows and maintains knowledge of all District policy(ies) and procedures.
2. Troubleshoots all audio-visual (A/V) equipment.
3. Knows and uses Dewey Decimal System.
4. Catalogs and processes new books and equipment.
5. Repairs, covers and binds damaged books.
6. Screens, selects, orders, organizes and circulates all types of instructional material(s) and equipment.
7. Encourages staff and students to access library/media center and its resources.
8. Plans, develops and encourages selection and purchase of age/interest appropriate literary and media materials in collaboration with students and staff.
9. Evaluates continuously the media program and plans ahead for future growth and development with the building administration and teachers.
10. Supervises students during library visits.
11. Prepares materials as needed for instruction.
12. Processes check-ins and check-outs of books, periodicals, reference materials and audio-visual (A/V) equipment to staff and students before, during and after school.
13. Coordinates and sets-up of special events and book fairs in the library.
14. Works with students in groups or individuals in the development of media and computer skills through help with reference work, selection of books and online reference searches.
15. Maintains circulation records for library books, reference materials, periodicals and textbook depository.
16. Inventories, orders and stocks library supplies, as needed.
17. Maintains current records, tracking over-due and lost books, creating accounts for patrons and managing student library cards.
18. Performs general office duties including answering phones, directing calls and taking messages as appropriate, greeting the public, typing, copying, filing, sorting materials and general correspondence.
19. Takes all responsible precautions to provide for health and safety of the students and to protect equipment, materials and facilities.
20. Promptly reports any serious accident or illness affecting students in the teacher's charge or any incident which might affect the school, teachers or students therein.
21. Assists administration in implementing policies and rules governing student life and conduct.
22. Professionally represents the school and the District in interactions with parents, staff and students and resolves conflict in a professional manner.

23. Maintains appropriate certifications and training hours as required.
24. Complies with applicable District, state, local and federal laws, rules and regulations.
25. Attends work regularly and is punctual.

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### **MARGINAL DUTIES AND RESPONSIBILITIES**

*Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

1. Attends in-service trainings.
2. Attends staff meetings.
3. Moves furniture and equipment in the library.

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### **SUPERVISORY RESPONSIBILITIES**

May supervise and direct the work of library/media assistants and/or teacher aide(s). All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

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### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** Bachelor's degree (B.A.) or equivalent from four-year college or university or equivalent. Master's degree (M.S. in Library Media or a (M.L.S.) Masters of Library Science) or equivalent strongly preferred. Must be highly qualified under the reauthorized ESEA. Prior successful experience working in a library or school setting and teaching students strongly preferred.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Demonstrated ability to successfully work with and teach students and staff.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to effectively present information and respond effectively to questions in one-on-one, small group situations to students and other school staff. Ability to verbally respond to common inquiries from students. Ability to read and interpret documents such as safety rules, IEPs, operating and maintenance instructions, procedure manuals, governmental regulations and professional journals. Ability to write routine reports and correspondence.
- **Mathematical Skills:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and draw and interpret data and bar graphs.
- **Reasoning Ability:** Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of instructions in varying forms and deal with several abstract and concrete variables. Ability to problem solve and deal with a variety of concrete variables in situations where only limited standardization exists.

- **Computer Skills:** General knowledge of computer usage and ability to use database software, accounting software, internet software, e-mail, spreadsheets and word processing software. Ability to provide basic computer, A/V equipment and hardware troubleshooting. Ability to proficiently use the following programs strongly preferred: MS Word, MS Excel, Google Documents, and MS Outlook. Ability to type accurately and proficiently.
- **Other Skills and Abilities:** Demonstrated knowledge of child growth and development at each level of instruction and of the social, emotional, physical and cognitive development of students. Possesses knowledge of effective behavior management methods. Ability to meet time lines and exercise good judgment while working in a dynamic environment.
- **Certificates, Licenses, Registrations:** Certificates as determined by the District including meeting current highly qualified requirements under the reauthorized ESEA. Must have a valid teacher's license and subject specific endorsement(s) (Library Media) through the Teachers Standards and Practices Commission (TSPC), CPR/First Aid card and Oregon Driver License.

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### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; stand; sit; use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is occasionally required to stoop, kneel or crouch. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision.

### Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is a standard school library setting. The noise level in the work environment is usually low to moderate, but occasionally high depending upon student population and activities. The employee may be exposed to bloodborne pathogens.

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### OTHER

**Note:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description.

**Signature:**

**Date:**