



QUALIFICATIONS FOR
SUPPORT SERVICES SPECIALIST, LIBRARY AND MEDIA, 9-12

TRAINING

- Required:
- Any credential(s) authorizing service as a librarian
 - A secondary teaching credential
- Preferred:
- Any credential(s) authorizing service as a supervisor or administrator in the secondary grades
 - Training beyond credential requirements in library science

EXPERIENCE

- Required:
- That required for a credential
- Preferred:
- Experience as a secondary classroom teacher
 - Experience as a secondary school librarian
 - Experience as a librarian

OTHER QUALIFICATIONS

- Knowledge of:
- Secondary school curriculum content
 - Methods of selecting and evaluating books and other library materials
 - Basic reference work and bibliography
 - Classification and cataloging
 - Teaching techniques and methods
 - Knowledge of current technology/media
- Ability to:
- Communicate well, both orally and in writing
 - Organize and administer a school library
 - Supervise the work of clerical and student assistants
 - Establish and maintain cooperative and effective working relationships

COVINA-VALLEY UNIFIED SCHOOL DISTRICT

DUTIES AND RESPONSIBILITIES OF SUPPORT SERVICES SPECIALIST, LIBRARY MEDIA – K- 12

Primary Function

The Support Services Specialist, Library Media – K-12, is responsible for the organization and operation of the library at one of the three comprehensive high schools; including the issuance of textbooks and for providing instructional resources for the use of staff and students of each school to ensure that students have the opportunity to make optimum progress for the attainment of District goals. Serves as a resource in the implementation of the library program at their feeder elementary and middle schools.

Duties and Responsibilities

The Specialist:

High School Responsibilities

1. Supervises clerical assistants who are assigned to the library;
2. Develops and maintains quality print and non-print collections through the selection, processing, and weeding of materials;
3. Collaborates with teachers on the planning, teaching, and evaluation of a specific learning experience;
4. Develops and implements budgetary guidelines for the responsible expenditure of library funds as allocated;
5. Assists students with the staff to utilize the library as an extension of the classroom, as a tool for independent study and research, and for the development of personal growth, interests, and abilities;
6. Communicates with the staff and students as to the availability of library resources;
7. Ensures that displays, exhibits and bulletin boards which promote the instructional program are effectively displayed;
8. Establishes and maintains a procedure for the issuance of textbooks and audio visual equipment;
9. Provide training in the use of software, technology, and media to assist instruction;

Support Services Specialist, Library Media – K-12 – contd.

10. Instructs students and staff in the use of multi-media materials and equipment, which are available and housed in the library;
11. Assists the site administrator in carrying out other duties and responsibilities as directed; for example, serving on site committees;
12. Presents an orientation in library procedures and library skills for designated groups of students;
13. Presents in-service training as requested by the site administrator;
14. Helps students and teachers find and use relevant information resources.

Elementary and Middle School Responsibilities

1. Assists in identifying ways in which library media resources could be utilized to enhance the instructional program;
2. Assists with recommendation for library expenditures;
3. Serves as a resource in regards to running automated library systems;
4. Assists the learning specialist, library clerk, and library aides in the planning, evaluation, and promotion of library media services.

Collaboration with other District Library

1. Collaborates with other library media specialists to coordinate District-wide library services;
2. Facilitates the implementation of the District Library Plan;
3. Maintains contact with District personnel to ensure support and articulation for the operation of the libraries in relationship with District educational goals;
4. Adheres to the policies of the Board of Education, the laws and regulations of the California Administrative and Education codes and other applicable laws and regulations;
5. Participates cooperatively with the evaluator to implement procedures by which he/she will be evaluated in conformance with the District's uniform guidelines for certificated personnel evaluation and assessment.