

Bakersfield City School District  
Education Center - 1300 Baker Street  
Bakersfield, California 93305  
Personnel Services

**TITLE:** SCHOOL LIBRARY MEDIA SPECIALIST

**QUALIFICATIONS:** California librarianship credential, school library services credential or credential authorizing service as school librarian

**REPORTS TO:** Principal

**SUPERVISES:** Library aides

**CONSULTS WITH:** Director I - Instructional Resources

**JOB GOAL:** To provide each student with enriched environment containing wide variety of materials that will invite intellectual probing, growth, and to aide all students in acquiring skills needed to take full advantage of library resources

**PERFORMANCE RESPONSIBILITIES:**

1. Keeps library open and accessible to students and faculty as much as possible during school day, including before and after school hours
2. Teaches students in both class and informal situations how to use card catalogs, how to find books on shelves, how to obtain information from reference materials and other sources, to use Reader's Guide and other indexes, and to accomplish independent research
3. Participates actively in evaluation, selection and recommendation of new books, non-book media, pamphlets and other library materials
4. Assists teachers in selection of books and other instructional materials
5. Is knowledgeable about all areas of instructional program so that library media services can be an integral part of total learning process
6. Supervises all students assigned to library and promotes appropriate conduct of students using library materials
7. Administers library materials check-out program for students and faculty
8. Selects, trains, and supervises student library assistants in library operations
9. Makes students and faculty members aware of new materials through use of bulletin boards, displays, book talks, personal contacts, and other means
10. Prepares bibliographies of all subject areas as needed
11. Participates in curriculum meetings both at building and District level
12. Counsels with and gives reading guidance to students who have special reading problems or special interests
13. Maintains comprehensive and efficient system of classification of all library materials and equipment and instructs teachers and students on use of system
14. Arranges for interlibrary loan of materials of interest or use to students and teachers
15. Gives guidance and encouragement to students who are pursuing individual reading interests
16. Informs school community of library activities
17. Works with teachers in planning those assignments likely to lead to extended use of library resources
18. Presents to and discusses materials with classes or small groups when requested

19. Informs teachers and other staff members of new materials acquired by library
20. Helps teachers to become aware of new materials which complement units of study in classroom
21. Participates actively in professional educational meetings and conferences

**TERMS OF EMPLOYMENT:** Salary and work year to be according to current schedule; teacher salary schedule

**EVALUATION:** Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable