

JOB DESCRIPTION: SUBSTITUTE LIBRARY/MEDIA CENTER SPECIALIST

The requirements listed below under the job title are representative of the knowledge, skills, and/or abilities required to perform the duties of this position.

1) JOB TITLE: SUBSTITUTE LIBRARY/MEDIA CENTER SPECIALIST.

Other job titles that a substitute Library/Media Center Specialist employee may be known by include (but are not limited to): Media Center Aide, Library Aide, Librarian, Library Information Specialist, etc.

2) QUALIFICATIONS.

- a) Meets state requirements for education qualifications.
- b) Ability to read, write and communicate in the English language fluently and effectively.
- c) Has effective organizational, communication, and interpersonal communication skills.
- d) Must be able to follow oral and written directions and have the ability to establish effective working relationships with School District staff and students.
- e) Maintains student and school personnel confidentiality.
- f) Endeavors to understand and respect the values and traditions of the diverse cultures represented in the community and in the school.
- g) Manifests a positive role in school and community relations.
- h) Understands basic library methods, practices and terminology; use of the library card catalog and basic reference sources.
- i) Additional qualifications to the above as the Board of Education may find appropriate and acceptable and as agreed upon by Kelly Education.

3) REPORTING STRUCTURE.

- a) The Substitute Library/Media Center Specialist employee will report to the School Principal or Assigned School District Administrator.
- b) The Substitute Library/Media Center Specialist employee will receive day-to-day and all job-specific instruction from the School District.

4) JOB GOAL.

- a) In the absence of the School District's full-time Library/Media Center Specialist employee, the Substitute Library/Media Center Specialist employee provides general library media program duties.
- b) The Substitute Library/Media Center Specialist employee shall perform his or her work under the direction of the School District's full-time administrator or other designee, who has ultimate responsibility for designing and implementing library media program services.

5) SCOPE OF RESPONSIBILITY.

- a) The Substitute Library/Media Center Specialist substitute employees work at all times under direction and supervision of School District full time, professional employees.
- b) Follow sign-in and sign-out procedures as prescribed by School District personnel.
- c) Dresses in a safe and appropriate manner as described in the KE Standards of Professional Conduct.
- d) Performs a wide variety of duties in the operation of a school library/media center that may include:
 - i) Receives, distributes, collects, and maintains records on all site textbooks, library books, and audio-visual equipment.
 - ii) Instructs and assists students and faculty in the use of the card catalog, search computer terminals, basic and electronic reference sources, and in finding library/media center materials.
 - iii) Shelves, files, and repairs library books, magazines, and materials.
 - iv) Generates and distributes overdue notices and records payments, as required.
 - v) Promotes reading and literary programs through book talks, classroom visits, readings, storytelling, etc.
 - vi) Types, files, and performs related library clerical and maintenance work.
 - vii) Helps students with assigned library or media center related projects, as needed.
 - viii) Provides reference services to students, staff, and administration.
 - ix) Performs other reasonable library/media center duties as acceptable and as agreed upon by Kelly

Education.

- e) Allows all students to see the on-site nurse or visit the school clinic if and when they request to do so. The Substitute Library/Media Center Specialist should never make judgment calls as to the authenticity of a student's request in this regard, unless otherwise directed by School District personnel.
- f) Allows all students to use the restroom if and when they request to do so. The Substitute Library/Media Center Specialist should never make judgment calls as to the authenticity of a student's request in this regard, unless otherwise directed by School District personnel.
- g) Takes all necessary and reasonable precautions to protect equipment, materials, and facilities.
- h) Ensures that the students are never left unattended in the library/media center.
- i) Maintains and/or assists in maintaining library/media center control that fosters a safe, positive environment for all students and staff in accordance with Kelly Education, School District, state, and all applicable laws and regulations.
- j) Ensures adequate supervision of students in the library/media center and library/media center environment to assure health, welfare, and safety of students.
- k) If serious or disruptive student behavior problems occur in the library/media center, seeks assistance from a neighboring District/School teacher or a building administrator.
- l) Communicates to the School District administrator or designee any unusual situations witnessed.
- m) Reports student injuries, accidents, illnesses, and discipline problems to their Kelly Representative and District/School personnel immediately.
- n) Reports all personal or school property injury and/or theft to their Kelly Representative and School District personnel immediately.
- o) For long-term assignments, it may be required to develop library/media center-related lesson plans; schedules classes for the library/media center, monitors library/media center budget, participates in parent-teacher conferences; and attends school-related functions. (These activities may occur outside of normal school hours.)
- p) Meets and instructs assigned classes in the locations and at the times designated.
- q) Implements a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students.
- r) Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
- s) Instructs and monitors students in the use and care of equipment and materials to prevent injuries and damage
- t) Reviews and implements lesson plan
- u) Guides the learning process toward the achievement of curriculum goals and, in harmony with the goals, establishes clear objectives for all lessons, units, and projects to communicate these objectives to students.
- v) Employs a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
- w) Encourages students to set and maintain standards of classroom behavior.
- x) Strives to implement by instruction and action the district's philosophy of education and instructional goals and objectives.
- y) Immediately notifies my Kelly Education representative of any proposed change in job duties or responsibilities that differ or are inconsistent with the standards contained herein. No changes may take effect until Kelly Education has formally agreed to the proposed change.
- z) For your own safety as well as that of students and district staff, Kelly Education requires adherence to a 'S.A.F.E. Touch' policy as it relates to physical contact between you and students. This policy is located in the Kelly Education Handbook Addendum, reference Section: KELLY EDUCATION 'S.A.F.E TOUCH' POLICY.

6) UNACCEPTABLE DUTIES/RESPONSIBILITIES.

- a) The Substitute Library/Media Center Specialist employees shall not:
 - (1) Use corporal punishment.
 - (2) Lift more than 25 pounds.
 - (3) Grant permission for a student to leave school before the regular dismissal time.
 - (4) Detain a student after dismissal time.
 - (5) Communicate information about a student or staff member with anyone but the District/School principal or department head.
 - (6) Leave money or valuables in the library/media center.
 - (7) Leave students unsupervised at any time during the day.
- b) For the physical safety of the students and the Substitute Library/Media Center Specialist and to avoid Kelly Education being held liable for injuries, the Substitute Library/Media Center Specialist shall not perform duties that will require or permit the following:
 - (1) Administer medication.
 - (2) Diagnose an injury or illness that is actual, perceived, suspected, or claimed.
 - (3) Physically move, touch, or be in any type of physical contact with a student.
 - (4) Transport students in a motor vehicle.
 - (5) Be alone with a student in a private setting.¹
- c) The Kelly Education Library/Media Center Specialist shall not be placed on assignments that require the following:
 - (1) Participate or monitor activities involving feeding or breathing tubes.
 - (2) Participate or monitor activities involving diapering, toileting, and/or dressing involving personal undergarments.
 - (3) Lead, direct, or have sole supervision of students for bathroom assistance.
 - (4) Have physical contact with students.
 - (5) Have one-on-one contact with special needs students, including physical restraint.

¹ This includes in-house teaching, visiting a student's home for any reason, having custody of a single student beyond the presence of other adults or students and/or assignments without on-site supervision from district personnel.