

York County Library System

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JOB DESCRIPTION

Title: Library Media Specialist

Department: York Academy Regional Charter School

Supervisor: Director of Contractual Services

Individuals Supervised: Library Aide

Classification: Part-Time (20 hours)/Non-Exempt

Schedule: Varies

Specific Education:

Must have a Bachelor's Degree and PA State certification as a School Library Media Specialist.

Experience Requirements:

Must have two years' experience in a library setting. Knowledge of IB Curriculum preferred.

General Requirements:

This position requires someone with excellent communication skills, a strong attention to detail, energy, enthusiasm, flexibility, a good sense of humor and the ability to work with minimal supervision. Must enjoy being a team player and providing customer service to a diverse population of all ages. Must feel comfortable using computers and performing other research-related duties.

Physical Requirements:

1. Must be able to stand and/or walk for up to four (4) hours at a time.
2. Must be able to push carts that weigh approximately 80 pounds.
3. Must be able to lift up to 25 pounds from ground level to waist level and be able to bend, squat, and kneel occasionally throughout work shift.
4. Required to perform simple grasping and fine manipulation tasks with both hands, and requires acceptable corrected vision (in both eyes) and acceptable corrected hearing.
5. Depresses computer keyboard keys and uses a mouse successfully.
6. Picks up and holds and lays down handset of telephone.
7. Must be able to reach, lift, and stretch throughout the work day.
8. Clear and comprehensive speech required to communicate adequately in performance of this job.

Duties and Responsibilities:

1. Implements practices and procedures established by School Administration and IB curriculum.
2. Plans, implements, monitors, and evaluates school library media program.
3. Manages and operates the Library Media Center.
4. Provides guidance in the selection and acquisition of instructional materials in varying formats and levels of difficulty.
5. Develops, updates, and publicizes the resources, services, and circulation policy of the Library Media Center.
6. Assists in planning and conducting professional learning activities to ensure professional growth of school system personnel.
7. Provides leadership and guidance in the selection, use, and evaluation of new technologies to enhance instruction.
8. Keeps abreast of new and emerging technologies by attending meetings given at the public library system, reading professional journals, attending workshops and conferences, previewing and testing new products, and taking course work.
9. Serves as point person between public library system and school administration.
10. Performs other duties as assigned by School Administration.

If you are interested in this position please send a resume, cover letter, contact information for three professional references and a salary history to: oberrios@yorklibraries.org by July 12, 2013.

The York County Library System is an Equal Opportunity Employer (EOE). All employees are required to obtain a Child Abuse History Clearance and a Criminal Record Check.