

## LEMON GROVE SCHOOL DISTRICT

### **CLASS TITLE: MEDIA SPECIALIST**

#### **DEFINITION:**

Under the direction of the school Principal, carries out duties of record-keeping, assisting students, checking in and out materials and maintaining the environment of the school Media Center.

#### **JOB RELATIONSHIPS:**

Supervised by the Principal; has relationships with students, staff and parents.

#### **TYPICAL DUTIES:**

Checks out and receives books and other instructional materials housed in the Media Center.

Keeps materials appropriately shelved.

Conducts required inventories.

Supervises and assists students as delegated by the Principal.

Performs other duties as assigned.

#### **KNOWLEDGE OF:**

Dewey Decimal System.

Child growth and development.

Appropriate record-keeping.

Children's literature.

#### **ABILITY TO:**

Operate audio-visual equipment housed in Media Center.

Relate supportively with students.

Monitor student behavior as delegated by the Principal.

Type adequately for necessary cataloging and record-keeping.

Type 50 words per minute.

Work cooperatively with professional staff.

#### **ENVIRONMENT:**

Media Center environment.

#### **PHYSICAL DEMANDS:**

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Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information.

Seeing to read a variety of materials.

Reaching overhead, above the shoulders and horizontally to shelve materials.

Bending at the waist, kneeling or crouching to shelve materials.

Sitting or standing for extended periods of time.