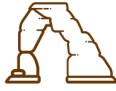


Position Type: Education Support Professional

Job Title: Library Media ESP

Department: Primary Education

Location: Helen M. Knight Elementary, Moab, UT



Grand County School District
EACH STUDENT, EVERY DAY.

Job Summary

The job of the Elementary Library Media Specialist is done for the purpose of providing support to the instructional program at Helen M. Knight Elementary with specific responsibilities for **instructing students in Utah Library Media Standards** and the proper use of library resources. This role includes performing support functions related to the collection, processing, circulation, maintenance, and inventory of library materials and textbooks; documenting losses and monitoring procedures; implementing age-appropriate programs for students; and selecting items that support classroom instruction.

Essential Functions

Instructional Support & Student Enrichment

- **Instructs students on Utah Library Media Standards** and the effective use of technology to promote information literacy and enhance the ability to use existing and new technologies.
- **Conducts classes and activities** in a variety of formats (e.g., reading, storytelling, puppet plays, contests) to promote the use and enjoyment of literature.
- **Provides student enrichment experiences** for the purpose of encouraging and promoting a love of reading.
- **Assists teachers, students, and administrators** in identifying and researching resource materials for classroom use and assignments.
- **Creates an inviting, attractive, and pleasing environment** to support and reinforce library objectives and provide a space conducive to learning.
- **Monitors student activities** within the Library Media Center to ensure a safe and productive environment.

Event, Collection & Resource Management

- **Coordinates and manages school book fairs** (e.g., scheduling, vendor coordination, volunteer recruitment, and financial oversight) for the purpose of providing students with access to affordable books and generating funds for library collection development.
- **Maintains materials inventory and collection** (e.g., books, hardware/software, media equipment) to ensure resources are up-to-date and available when required.
- **Evaluates books and periodicals** for retention, recommending retirement or repairing damaged materials to ensure collection quality and longevity.

- **Processes library materials**, including logging items into master files, barcoding, and shelving, to provide staff and students with required resources.
- **Performs circulation activities**, such as item check-in/out, preparing circulation counts, and managing overdue items and fines.
- **Orders supplies and equipment** (e.g., book subscriptions, AV materials) to support instructional programs and the development of the collection.
- **Operates and maintains media production equipment**, performing routine maintenance and operating checks to ensure equipment is ready for school site use.

Administration & Professional Leadership

- **Manages assigned budget allocations** to guide collection development in accordance with established district guidelines.
- **Oversees and trains assistants and volunteers** to ensure library materials are processed, displayed, and inventoried efficiently.
- **Prepares manual and electronic documents and reports** (e.g., collection statistics, scheduling, renewal information, and account notices) to provide documentation to others including parents and students.
- **Assists in the interpretation and dissemination of information** to the community regarding media programs and activities.
- **Performs other related duties as assigned**, including general cleaning or remote assistance during district emergencies, to ensure the effective functioning of the work unit.

Physical Requirements

- **Movement:** Regularly required to stand, walk, reach, stoop, kneel, or crouch.
- **Lifting:** Must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.
- **Communication:** Regularly required to speak and hear to interact with students, staff, and parents.
- **Vision:** Specific vision abilities include close vision, distance vision, color vision, peripheral vision, and depth perception.
- **Stability:** Must possess the physical, mental, and emotional stability to work under stressful conditions, including deadlines and interactions with critical personnel.