Lancaster ISD Job Description
Human Resources Department

Library Media Liaison
Revised- 6/5/24

Job Title: Library Media Liaison

Exemption Status: Non-Exempt

Reports to: Campus Principal

Work Calendar: 197 Days

Dept./School: Campus

Pay Grade: Instructional Support 3

Primary Purpose:
Collaborates with teaching staff through the administration of the library media program, provides specialized blended learning instruction to students and oversees the selection, organization, utilization, and maintenance of the library. Responsible for day-to-day on-site operation of the campus library. May work under minimal supervision or oversight by a district media specialist.

Qualifications:

Education/Certification:
High school diploma or GED
Valid Texas educational aide certificate

Special Knowledge/Skills:
Proficient keyboarding and file maintenance skills
Ability to use library and media center resources to conduct research
Ability to follow district digital cataloging system
Ability to instruct and manage student behavior
Excellent, organizational, communication and interpersonal skills

Experience:
1 year(s) experience working with children
1 year(s) library experience (preferred)

Major Responsibilities and Duties:

Library Program Support
1. Implement school library programs and create a library/media center environment that is conducive to learning and appropriate to the maturity level and interests of all students.
2. Help library patrons use library/media center resources including computers and other equipment.
3. Make recommendations for acquisitions of materials and equipment as needed.

Instructional Support/Blended Learning

4. Provide quality group instruction for students that incorporates blended learning best practices and helps students learn how to properly utilize digital resources.
5. Schedule and prepare materials and reserve collection for classroom instructional use.

Accounting and Inventory
6. Maintain knowledge of library catalog. Process, organize, distribute, and maintain inventory of library/media center resources. Request and schedule use of materials from outside sources.

7. Perform routine maintenance and repair books, magazines, materials, and equipment. Arrange for repair at outside facilities (e.g., bindery) as directed.

Clerical Support

8. Prepare bibliographies, forms, purchase orders, requisitions, and routine correspondence according to standard procedures.
9. Compile, maintain, and file all reports, records, and other documents as required.

Student Management

10. Monitor students and maintain appropriate student behavior and an orderly atmosphere.

Other

11. Assign work to parent volunteers and student aides and oversee completion.

12. Follow district safety protocols and emergency procedures.

13. All other duties as assigned.

Supervisory Responsibilities:

Monitor the work and issue work assignments to parent volunteers and student aides.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including computer and peripherals; standard library equipment including imaging equipment; standard instructional equipment

Posture: Regular sitting, standing, kneeling, squatting, bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions; frequent keyboarding and use of mouse; regular overhead reaching; climbing ladders

Lifting: Frequent light lifting and carrying (less than 15 pounds); occasional moderate lifting and carrying (15–44 pounds)

Environment: Work inside; work alone; exposure to biological and chemical hazards such as mold and dust

Mental Demands: Work with frequent interruption; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature: _____