

## SCHOOL DISTRICT OF SARASOTA COUNTY

## JOB DESCRIPTION

**INSTRUCTIONAL MATERIALS AND LIBRARY SERVICES SUPPORT**

**SALARY SCHEDULE: SSP8**

**COST CENTER: INSTRUCTIONAL MATERIALS (9054)**

**QUALIFICATIONS:**

- (1) High School Diploma or equivalent.
- (2) School based experience with textbooks and/or library preferred.
- (3) Demonstrable computer skills with Microsoft Office experience preferred.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Possess knowledge of and experience with computer systems. Ability to work alone or as part of a team. Ability to prioritize job responsibilities, remain flexible, and handle multiple tasks in stressful situations. Good time management, organization, and ability to demonstrate initiative. Good oral and written communication skills. Ability to effectively interface with supervisor, coworkers, vendors and all other department employees and school/district personnel.

**REPORTS TO:**

Instructional Materials Manager

**JOB GOAL**

To provide support for all Instructional Materials and Library Services processes, textbook and library electronic catalog and database management, ongoing school based instructional materials needs, and special projects.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Support and maintain the district electronic catalog for both Library and Textbooks, including, but not limited to, title additions, MARC record uploads and maintenance
- \* (2) Support the district Library Automation System and Digital Resource Technician with day to day operations
- \* (3) Support the annual textbook adoption process
- \* (4) Assist with school-based inventories as requested.
- \* (5) Assist in annual library/textbook inventory process/record keeping.
- \* (6) Support school media centers through on-site visits as requested, media meeting agenda preparation and training, and regular record keeping and data base updates.
- \* (7) Communication effectively with staff.
- \* (8) Keep supervisor informed of potential problems or unusual events.
- \* (9) Respond to inquiries and concerns in a timely manner.
- \* (10) Demonstrate initiative in the performance of assigned responsibilities

## **INSTRUCTIONAL MATERIALS AND LIBRARY SERVICES SUPPORT (Continued)**

- \* (11) Maintain confidentiality regarding school matters.
- \* (12) Maintain positive relationships with staff and vendors.
- \* (13) Participate in department meetings, workshops and training sessions as required.
- \* (14) Prepare all required reports and maintain all appropriate records.
- \* (15) Follow all School Board policies, rules, and regulations.
- \* (16) Exhibit interpersonal skills to work as an effective team member.
- \* (17) Demonstrate support for the School District and its goals and priorities.
- \* (18) Sustained focus and attention to detail for extended periods of time
- (19) Performance of other tasks consistent with the goals and objective of this position

### **PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

### **TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

### **EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

### **Job Description Supplement No. 12**

\*Essential Performance Responsibilities