



Job Title: **District Library Media Cataloger**

Department: **Instructional Supports**

Supervisor: **Director of Instructional Supports**

Lane Placement: **Licensed**

Schedule: 4 hours/196 Days      Evaluation Group: **CTESS**

FLSA Classification: **Non - Exempt**

## **JOB DESCRIPTION**

Under the direction of the Instructional Supports Department and in collaboration with the District Library Media Specialist, the District Library Media Cataloger will serve as the lead district cataloger which includes maintaining and managing all aspects of the district catalog. They will also support Library Media Centers with their daily operation, practices, and procedures.

## **ESSENTIAL FUNCTIONS**

- Manage the Canyons School District Library Catalog using Destiny including: the creation of original MARC records, adapting established MARC records, merging records and cleaning up existing records according to established MARC protocols and cataloging standards
- Participate in the cataloging, organization of (warehouse) and distribution of non-consumable curriculum materials for use in CSD schools
- Update and track school-based textbook and library inventory
- Provide expertise, training, modeling, and support to library personnel in the operation of their school library media center
- Participate in and assist in all library media professional development throughout the school year
- Participate in all CSD Library Team meetings
- Participate in district professional development designed for content specialists
- Work closely with school administrators to maintain communication channels and focus on school goals and CSD Library Mission and Goals
- Relentless commitment to personal growth and development through participation in professional learning and other opportunities to develop and refine knowledge of school library programs and school library direction
- Predictable and reliable attendance

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

## **NON-ESSENTIAL FUNCTIONS**

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

## **QUALIFICATION REQUIREMENTS**

- Basic understanding of MARC records and cataloging
- Demonstrated proficiency in the use of library circulation systems, and technology and instructional media tools
- Incumbent must be fingerprinted and clear a criminal backgrounds check
- Bachelor's degree required, Master's degree preferred
- School Library Media Endorsement Preferred or in progress
- Valid Utah teaching license, Level II or III preferred
- Demonstrated expertise in the operation of a successful school library media program
- Demonstrated expertise teaching and managing students in a library setting
- Demonstrated expertise in data based decision making
- Flexible and willing to adapt to changes
- Exceptional communication skills both verbal and written
- Demonstrated skill in teaching and facilitating adult learners
- Successful experience coaching/mentoring and/or leading other professionals preferred (e.g. BLT member, New Teacher Coach experience)
- Willingness to continually learn new information and skills related to Cataloging and MARC Records
- Ability to work collaboratively and individually on assigned tasks
- Willingness to improve facilitation and leadership skills, and take feedback from teammates, supervisor, school administrators, and mentor

**NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.**

## **PHYSICAL REQUIREMENTS**---*Not limited to the following:*

- Requires ability to lift a minimum of ten (20) pounds

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

**Note:** *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*

All employees are required to participate in the District evaluation process.  
It is the employee's responsibility to review and adhere to all district policies and procedures.  
This information may be reviewed at [www.canyonsdistrict.org](http://www.canyonsdistrict.org)

ADA \_\_\_\_\_

HR \_\_\_\_\_

Effective date: 6/10/2020