
**REDDING SCHOOL DISTRICT
JOB DESCRIPTION**

INFORMATION SPECIALIST

DEFINITION OF POSITION

Under the supervision of the building principal, works independently in performing varied tasks in the operation of school libraries. This position is part of the classified bargaining unit.

EXAMPLES OF DUTIES – Important duties may include, but are not limited to, the following:

1. Assist teachers in developing bibliographies, including all media;
2. Provide activities and experience to train children in the use of a library and to develop an interest in books and reading;
3. Conduct story time;
4. Train and supervise student library assistants;
5. Maintain discipline in the library;
6. Schedule classes and groups using the library;
7. Preview material and prepare and distribute library newsletter on new acquisitions;
8. Process lost book records and collects fines;
9. Compile circulation statistics;
10. Maintain charge record of professional library;
11. Create and maintain bulletin boards;
12. Process magazines, donated books, and materials;
13. Mend books
14. Inventory materials;
15. Supervise students;
16. Perform a variety of regular clerical duties, such as filing, typing or duplicating materials;
17. Performs other related duties as assigned which are reasonable related to the above.

QUALIFICATIONS

1. Knowledge of techniques used in controlling and motivating students;
2. Knowledge of correct English usage, spelling, grammar and punctuation;
3. Knowledge of routine record keeping and clerical work;
4. Knowledge of indexing and cross-referencing;
5. Ability to perform clerical work with speed and accuracy;
6. Ability to learn library rules, methods, routines and processes.
7. Ability to understand and carry out oral and written instructions;
8. Ability to operate various office equipment;
9. Ability to type at 40 net words per minute;
10. Ability to prepare and maintain accurate and complete records;
11. Ability to demonstrate an understanding, patient, warm and receptive attitude toward children;
12. Ability to maintain cooperative working relationships with students, staff, parents and the

general public.

PHYSICAL LIMITATIONS

1. Require vision (which may be corrected) to read small print;
2. Require the mobility to stand, stoop, reach, and bend;
3. May involve ascending and descending ladders, stairs, and ramps;
4. Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects;
5. Requires the ability to stand for long periods;
6. Requires the ability to sit and walk for extended periods;
7. Persons performing service in this position will exert 20 to 30 pounds of force frequently to lift, carry, push, pull or otherwise move objects.
8. Subject to inside environmental conditions;
9. May be required to use personal vehicle in the course of employment;
10. May be required to work at a video display terminal for prolonged periods.

Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE

Any combination equivalent to training and experience that could likely provide the required knowledge, skills, and abilities would be qualifying. A typical way to gain the knowledge, skills, and abilities required of this position would be:

1. One year of clerical experience;
2. Possession of a high school diploma, or its equivalent.

EDUCATION

Graduation from high school and one year of clerical experience desirable.

REQUIRED LICENSES/CERTIFICATES

Must possess a valid California driver's license.

INFORMATION SPECIALIST

Salary Range: G

BOARD APPROVED: March 20, 2012