



**NOTICE OF VACANCY**  
**Logan City School District**  
**101 West Center**  
**Logan, UT 84321**

*November 16, 2023*

**EDUCATION SPECIALIST – MEDIA**  
*Ellis Elementary*

Applications are now being accepted for an Elementary School Media Educational Specialist for the 2023-2024 school year. The job of Media Education Specialist is done for the purpose/s of providing support to the instructional program with specific responsibilities for maintaining the library collections at school sites; identifying age appropriate resources for students and teachers utilizing library resources; selecting appropriate items in circulation maintenance, and inventory of library materials and/or textbooks.

**Hours:** 5.75 hours per day

**Salary:** \$19.86 per hour

**Contract:** School days plus two days

**Benefits:** Sick and personal leave, contribution to the Utah Retirement Systems (URS)

**Application Process**

Deadline: **November 27, 2023 4:00 pm** or until filled

All application materials must be submitted to Logan City School District Human Resource Office, 101 West Center Street, Logan, Utah 84321. Email: [jill.ochsenbein@loganschools.org](mailto:jill.ochsenbein@loganschools.org) Phone: (435)-755-2300 FAX: (435) 755-2311. **Selected finalists will be contacted for an interview.**

Applicants must submit the following:

1. Completed Logan City School District Education Support Professional Application (available online at [www.loganschools.org](http://www.loganschools.org))
2. Detailed cover letter outlining special competencies related to and specific interest in the particular position.
3. Current resume in which professional preparation and experience are clearly detailed
4. Three letters of recommendation written within the last six months
5. Transcripts of all college and university credits

## **Essential Functions**

- Assists teachers, students and administrators for the purpose of identifying resource materials for use in classroom and/or class assignments.
- Evaluates books and/or periodicals for retention within collection (e.g. repairing damaged books, recommending retirement of books and/or periodicals, etc.) for the purpose of ensuring the availability of books and library materials.
- Maintains materials inventory (e.g. library books, library hardware/software, media equipment and related instructional materials, etc.) for the purpose of providing an up-to-date reference and ensuring the availability of materials when required.
- Monitors student activities for the purpose of maintaining a safe environment conducive to learning.
- Performs circulation activities (e.g. item check-in and check-out, prepare circulation count, lists of overdue items, etc.) for the purpose of controlling the use, location and availability of items in the collection.
- Prepares manual and electronic documents and reports (e.g. collection statistics, scheduling reports/requests, renewal information, overdue lists, textbook orders, fines, costs, etc.) for the purpose of providing documentation and information to others.
- Processes new student library cards, notices of missing, damaged, or overdue books, media and materials for the purpose of providing and/or maintaining access to library resources and securing reimbursement for losses.
- Processes library books, periodicals, software and related media materials (e.g. logging into master files; barcoding, shelving, producing required reports, etc.) for the purpose of providing students and staff with required materials.
- Repairs books and materials for the purpose of ensuring the availability of books and library materials.
- Responds to inquiries of students, staff, parents (e.g. availability of books, finding appropriate reference documents, status of overdue fines, etc.) for the purpose of providing information and/or direction as required.
- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

**Experience:** Job related experience is desired

**Required Testing:** ParaPro Test if required to meet NCLB standards

**Education:** Targeted, job related education with study in job-related area

**Continuing Education/Training:** 48 college credits

**Equivalency:** None specified

**Certificates & Licenses:** None specified

**Clearances:** Criminal Justice Fingerprint/Background Clearance

*It is the policy of the Logan City Board of Education that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, religion, national origin, age or disability in any educational program, activity, or employment.*

*Reasonable accommodations for the application/interview process will be provided upon request, and as required in accordance with the Americans with Disabilities Act of 1990. Persons with disabilities may contact the Human Resource Director at (435) 755-2300 for additional information or assistance.*