



MEDIA SPECIALIST

Qualifications:

1. Hold appropriate certification
2. Such other alternatives to the above qualifications that the Board of Education may find appropriate and acceptable

Reports To: Building Principal

Job Goal: The library information specialist's role is one of a teacher, a manager, and an educational consultant who is expected to take a leadership role in carrying out the school's educational program.

Duties and Responsibilities:

1. Establish annual and long-range goals for the library information program.
2. Plan, arrange, administer, operate, and supervise the library information center developing policy for efficient operation and optimal service.
3. Develop a balanced collection representative of diverse points of view and conscious of our pluralistic society in accordance with the district materials-selection policy
4. Encourage faculty input concerning suggestions for purchase
5. Prepare and administer the library budget keeping records of all expenditures.
6. Maintain an efficient system of classifying, cataloging, and circulating all library materials; instruct teachers and students in the use of the library system
7. Arrange for inter-library loans within the District and outside the District
8. Encourage appropriate conduct of students using the facility
9. Through service on building and District committees, participate in curriculum development and implementation
10. Maintain cooperative relationships with local public and academic libraries and other community organizes
11. Prepare schedules with input from teachers and building administrators for integrated information skills instruction
12. Keep records for student use, circulation, purchases, and losses, provide regular reports on the library as required by the administration
13. Train and supervise library clerks, para-professionals, and adult and student volunteers
14. Supervise the regular inventory of the library materials; evaluate the collection; weed obsolete and worn materials; update inventory records and the catalog
15. Display materials to promote use of library information center materials
16. Create an environment that fosters use by students and staff
17. Work cooperatively with many groups with the school culture: parents, teachers, students, administrators, and community members
18. Assist teachers in integrating library/media center services and instructions with classroom learning; work with teachers in preparing learning units involving library information center resources.
19. Assist with faculty in-service sessions in the areas of information literacy and electronic and online resources

20. Inform teachers, students, and administrators about the arrival of new materials
21. Assist teachers in finding materials to support content-area instruction as well as professional growth
22. Consult with teachers about students' needs and weaknesses
23. Serve as a resource person to administration, teachers, and students
24. Provide leadership in the integration of technology into all areas of the curriculum and the instructional practices of the faculty
25. Collaboratively plan instructional units incorporated content-area and information-skill objectives
26. Collaborate with classroom teachers in designing, implementing, and evaluating instruction
27. Help students develop attitudes, habits, and skills leading to lifelong library use
28. Apply current and innovative methodology in delivering instruction
29. Develop a broad overview of the entire school curriculum
30. Provide group and individual instruction in information skills, research strategies, and use of resources and equipment
31. Aid students in communicating the results of their research in a variety of formats
32. Facilitate student development of independent library-information skills
33. Develop lesson plans for teaching information skills
34. Promote reading and library use through such activities as storytelling, book talks, displays, publications, and special events
35. Provide reference and readers' advisory services to the general student population including students who have special reading problems, unusual intellectual interests, or special educational needs
36. Prepare topical and new materials bibliographies to support class assignments and to promote interest in reading
37. Organize and conduct student and faculty workshops as needed
38. Provide orientation for new students
39. Guide students in materials section
40. Work with students of all grade and ability levels across content areas
41. Understand the role of technology in instruction, student learning, and professional development
42. Function as the informational technology leader within the school
43. Assume a leadership role in promoting the principles of intellectual freedom by creating and sustaining an environment promoting free inquiry and exposing students to a broad range of ideas
44. Attend workshops, in-service activities, and conferences and take courses to update professional skills
45. Is aware of electronic resources (listservs, databases) that foster professional growth
46. Function as a district/school resource for issues regarding copyright and intellectual freedom
47. Provide staff development in the use of instructional resources and new information technologies
48. Maintain professional relationship with faculty and administrative staff
49. Participate actively in professional associations on the local, state, and national level
50. Prepare grant proposals when appropriate
51. Develop annual and long-range goals for the library information center
52. Participate in curriculum planning meetings
53. Perform other duties within the scope of employment and certification as assigned by the appropriate administrator

Terms of Employment: 10-Month Position (September 1st through June 30th)

Salary: Based on the Board-approved rate

Evaluation: Performance of this position shall be evaluated in accordance with Board policy.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

Adopted: August 13, 2001
Amended: October 16, 2018

