

JOB DESCRIPTION FOR LIBRARY/MEDIA SPECIALIST ISSUE DATE: 3-13-17

QUALIFICATIONS:

Preferred qualifications:

1. Degree in related field, or
2. State teaching license with area of endorsement in Library Media Specialist

REPORTS TO:

Building Principal

JOB GOAL:

To provide a wide range of books and multimedia resources to support teaching and learning; to prepare students for life-long learning, informed decision making, a love for reading, and the use of information technologies.

TYPICAL DUTIES AND RESPONSIBILITIES:

A library media specialist's job description includes:

1. Management
 - a. Develops short and long-range goals for the media center program
 - b. Developed and implements policies and procedures for the media center
 - c. Maintains the media center to be an attractive, functional orderly environment with an atmosphere conducive to learning
 - d. Works with the technology department to implement the technology plan for the school
 - e. Manages the library budget including special funds allocated to the library program
2. Organization and Maintenance
 - a. Provides a balanced, up-to-date collection of both print and non-print materials including technology to support the school's instructional program
 - b. Classifies, catalogues, processes, and organizes materials for circulation
 - c. Establishes circulation procedures for easy access to the media center collection and maintains records on the use of its resources
 - d. Accounts for materials through a yearly inventory and discards/weeds inappropriate, worn-out, or out-dated items
 - e. Assists in the selection, training, supervision and evaluation of clerks, student assistants, and adult volunteers
3. Instructional Consultant
 - a. Provides orientation and instruction for students and faculty in the use of the library media center's materials and equipment
 - b. Assists students and teachers in locating information and resources for research
 - c. Encourages reading by maintaining an awareness of students' reading interests and by providing guidance in the selection of appropriate materials
 - d. Works cooperatively with teachers to integrate research, information retrieval skills, and library appreciation into the curriculum
 - e. Promotes a positive relationship with students, faculty, administration, and community
 - f. Determines instructional needs within the library media program by consulting with teachers and administrators
 - g. Publicizes library media programs and services
 - h. Distributes written communications to inform teachers of new materials in the media

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- center
- i. Develops and communicates goals, objectives, and budgetary needs for the library media program to administrators
- 4. Professional Growth
 - a. Provides professional development in the use of information and technology for faculty and staff
 - b. Attends library conferences/workshops and continuing education courses to keep abreast of new library media trends
 - c. Participates in professional organizations and activities relating to library media and technology
 - d. Provides access to professional materials/information for the faculty and staff

TERM OF EMPLOYMENT:

187 days annually based on certified teacher pay scale

EVALUATION:

Performance of this job will be evaluated in accordance with the evaluation procedure of certified employees of the District.