

Library Media Specialist



SUMMARY

Under the general supervision of the Principal, the library media specialist assists students and teaching staff with an enriching library/media center that supports classroom standards and contains a wide range of reading and other educational materials; maintains library collection at school site; develops appropriate programs for students utilizing library resources in order to encourage life-long reading habits; and instructs students and others on the proper use of the library and technology resources

REPORTING RELATIONSHIPS

The Library Media Specialist reports directly to the building Principal.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Operates and supervises the media center.
2. Evaluates, selects and requisitions appropriate books, aids and other supplies and equipment and maintains inventory records.
3. Assists students in choosing appropriate and engaging reading materials both for personal enjoyment and to support classroom standards and goals.
4. Coordinates with administrators and other teaching staff members to assist in the selection of books and other instructional materials; keeps students and teaching staff informed regarding new acquisitions for use in the media center.
5. Serves as ready resource to students to provide research assistance.
6. Maintains a comprehensive and efficient system for cataloguing all media center materials; assists students and teachers with the use of the system.
7. Coordinates system of lending library materials to students and teachers.
8. Continues to acquire professional knowledge and learn of current developments in the educational field by attending seminars, workshops or professional meetings, or by conducting research.
9. Organizes and maintains a system for accurate and complete record-keeping and when appropriate, providing student information to prospective colleges and employers, as required by district procedures and applicable laws.
10. Encourages parental involvement in students' education and ensures effective communication with students and parents.
11. Ensures that student conduct conforms to the school's standards and school district policies, and establishes and maintains standards of student behavior needed to achieve a functional learning atmosphere in the media center.
12. Develops and arranges media center displays.
13. Assists with the preparation and administration of the media center budget.
14. Trains and supervises media center support employees when appropriate.

ADDITIONAL DUTIES AND RESPONSIBILITIES

Performs other related tasks as assigned by the principal and other central office administrators as designated by the Superintendent. **Note:** The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

KNOWLEDGE, SKILL AND ABILITIES

1. Knowledge of pre/post high school program eligibility requirements when relevant.
2. Knowledge of differentiated instruction based upon student learning styles.
3. Knowledge of data information systems, data analysis and the formulation of action plans.
4. Knowledge of applicable federal and state laws regarding education and students.
5. Ability to use computer network system and software applications as needed.
6. Ability to organize and coordinate work.
7. Ability to communicate effectively with students and parents.
8. Ability to engage in self-evaluation with regard to performance and professional growth.
9. Ability to establish and maintain cooperative working relationships with others contacted in the course of work.

REQUIRED EDUCATION AND/OR EXPERIENCE

Ability to obtain highly qualified paraprofessional status is required. This can be achieved through taking the ParaPro Test or possessing an Associate's Degree or higher.

PHYSICAL DEMANDS

Equipment Used: Personal computers, printer, copy and fax machines, Smartboard, barcode scanner, and telephone.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job requires the ability to handle and balance multiple demands at the same time.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in this environment can be from moderate to quite loud depending upon the activity at the school and the particular part of the day.

The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

Crook County School District #1 does not discriminate on the basis of race, sex, color, national origin, age, or disability in admission or access to, or treatment or employment in, its programs and activities.