

Library Media Specialist

Job Code: 1060

QUALIFICATIONS: Holds Bachelor's Degree and required Kentucky certification for library media specialist.
Proven ability to work effectively with students.
Proven ability to communicate effectively with students, parents, and faculty.

REPORTS TO: Principal

SUPERVISES: Students and instructional or clerical aides.

JOB GOAL: To help students acquire information and skills that will contribute to their development into mature, able, and responsible individuals.

DUTIES AND RESPONSIBILITIES:

I. Management and Administration

- Plans long-range goals of the library media center program with faculty and administration.
- Plans the budget with the administration and/or SBDM/advisory councils based on the needs and objectives of the library media center program.
- Administers the budget according to the goals and objectives of the program.
- Periodically meets with the administration and/or SBDM/advisory councils to discuss short-range goals and accomplishments of the library media center.
- Develops and administers library media center policies regarding materials selection, collection development, circulation, challenged materials, copyright, and technology.
- Administers a library media program unique to the philosophy of the school.
- Develops plans for maintaining a technologically current facility and program.
- Organizes, classifies, and catalogs library materials following nationally recognized professional standards.
- Solicits suggestions from and communicates with faculty and students about services, materials, programs, and facilities.
- Evaluates programs, services, facilities, and materials on a continuous basis.
- Organizes and maintains the library media center as a functional, attractive, safe and orderly environment.
- Publicizes the library media center programs, services, and materials through newsletters, announcements, and other innovative ways.
- Is responsible for the proper use of the facility, materials, and equipment.
- May plan and/or participate in special projects or proposals.
- Trains and supervises library media center clerical staff and volunteers.
- Maintains accurate records (e.g. purchase orders, bid specs, packing slips, etc.)

II. Collection Development

- Follows the district approved selection policy, which includes a procedure for the reconsideration of materials.
- Possesses broad knowledge of the school curriculum and plans with teachers and administration for development of collection of materials to support the curriculum.
- Chooses materials using selection tools, bibliographies, periodical reviews, workshop and professional judgment recommendations.
- Maintains a professional collection.
- Selects, acquires, circulates, and maintains materials, technology, and equipment, which support the school's curriculum.
- Keeps a current card or automated catalog.
- Maintains statistical records needed to verify collection of the library media center holdings.
- Makes general repairs, weeds collection, and takes annual inventory.

III. Library Media Services

- Exercises a role in ensuring the library media centers are an integral part of the school's instructional program.
- Encourages use of the library media center by individuals, small groups, and large groups for research, browsing, recreational reading, and listening.
- Participates in curriculum development and plans regularly with teachers.
- Provides for the incorporation of information and instructional technologies into the school curriculum.
- Provides training in the use of new materials, technology, and equipment.
- Supports classroom teachers in the development of instructional activities and curriculum with print and non-print materials.
- Assists faculty in the selection of materials to supplement instruction.
- Establishes positive rapport with staff and students.
- Makes the library media center and its resources accessible to students and faculty.
- Provides orientation for faculty and students.
- Maintains effective communication with staff and students.
- Facilitates the circulation of materials among schools in the district or with other agencies.
- Is available as a personal resource for all students and faculty.
- Promotes recreational reading.

IV. Professional Responsibilities

- Plans and implements a library media center program of library information literacy in collaboration with classroom teachers toward the achievement of the goals of education reform and the academic expectations.
- Informally evaluates individual and group needs and provides appropriate learning experiences.
- Creates a climate conducive to learning.
- Provides for independent and cooperative group learning.
- Guides students in the selection of appropriate resources.
- Helps students to develop habits of independent reference work and to develop literacy in the use of reference materials in relation to planned assignments.
- Promotes appreciation of various forms of literature.
- Encourages students to develop lifelong reading, listening, viewing, and critical thinking skills.
- Incorporates the use of technology in accessing information.
- Assists students in the use of multi-media.

EVALUATION: Performance of this position will be conducted in accordance with the Board Policy on Evaluation of Certified Personnel. The building principal or his/her designated assistant will conduct evaluation of library media specialists.

My signature indicates that I have been made aware of my job description and I agree to perform the duties assigned to me.

Date