

Policy GFBCCA: Job Description: Library Media Specialist

Status: DRAFT

Original Adopted Date: 03/13/2017 | **Last Reviewed Date:** 03/13/2017

Job Description: Library Media Specialist

QUALIFICATIONS:

Preferred qualifications:

Degree in related field, or

1. State teaching license with area of endorsement in Library Media Specialist
2. **Ability to lift a minimum of 25 pounds.**

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:

Management

1. Develops short and long-range goals for the media center program
2. Developed and implements policies and procedures for the media center
3. Maintains the media center to be an attractive, functional, orderly environment with an atmosphere conducive to learning
4. Works with the technology department to implement the technology plan for the school
5. Manages the library budget including special funds allocated to the library program

Organization and Maintenance

1. Provides a balanced, up-to-date collection of both print and non-print materials, including technology to support the school's instructional program.
2. Classifies, catalogs, processes, and organizes materials for circulation.
3. Establishes circulation procedures for easy access to the media center collection and maintains records on the use of its resources.
4. Accounts for materials through a yearly inventory and discards/weeds inappropriate, worn-out, or out-dated items.
5. Assists in the selection, training, supervision and evaluation of clerks, student assistants, and adult volunteers.

Instructional Consultant

1. Provides orientation and instruction for students and faculty in the use of the library media center's materials and equipment.
2. Assists students and teachers in locating information and resources for research.
3. Encourages reading by maintaining an awareness of students' reading interests and by providing guidance in the selection of appropriate materials.
4. Works cooperatively with teachers to integrate research, information retrieval skills, and library appreciation into the curriculum.
5. Promotes a positive relationship with students, faculty, administration, and community.
6. Determines instructional needs within the library media program by consulting with teachers and administrators.
7. Publicizes library media programs and services.
8. Distributes written communications to inform teachers of new materials in the media center.
9. Develops and communicates goals, objectives, and budgetary needs for the library media program to administrators.

Professional Growth

1. Provides professional development in the use of information and technology for faculty and staff.
2. Attends library conferences/workshops and continuing education courses to keep abreast of new library media trends.
3. Participates in professional organizations and activities relating to library media and technology.
4. Provides access to professional materials/information for the faculty and staff.
5. Attend regular and called faculty meetings.
6. Be punctual and conscientious in school attendance and participate in school-related functions as assigned by the principal.
7. Clear any absence, as far in advance as possible, with the principal or his/her designee.
8. Perform all other duties and responsibilities assigned by the principal.

TERM OF EMPLOYMENT:

187 days annually based on the certified teacher pay scale

EVALUATION:

Performance of this job will be evaluated annually by the Principal in accordance with the provisions of the Board's policies on evaluation. accordance with the evaluation procedure of certified employees of the District.
