



Job Description

Job Title: Library Media Specialist K-12

Department: Teaching and Learning

FLSA Status: Exempt

General Definition of Work:

The job of Library Media Specialist is done for the purpose/s of promoting, supporting and encouraging literacy; maintaining library collection and controlling audio visual equipment at school site; assisting students, staff and community in utilizing library resources under the direction of a certified librarian; performing clerical functions related to collection, processing, circulation, maintenance, and inventory of library materials. The Library Media Specialist works under the direction of the principals. The Library media specialist is also responsible for supervising, along with the principals, the Media Aides.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions:

Assists teachers, students, and other personnel for the purpose of researching materials for use in classroom and/or to enhance class assignments. Catalogs books for the purpose of preparing them for check out from the library collection. Encourages the use of library resources (e.g. read-alouds, book talks, fairs, contests, displays, etc.) for the purpose of promoting literacy. Instructs students and staff for the purpose of educating them on the proper use of the library resources (e.g. classification system, on line catalog, care of materials, etc.). Inventories library books, equipment, and materials for the purpose of documenting losses and/or maintaining availability of materials. Maintains files and/or records (e.g. class schedules, books read, collection development, etc.) for the purpose of ensuring availability of library facilities and/or providing an up-to-date reference source. Monitors students for the purpose of maintaining discipline and order in the library media center. Performs record keeping and general clerical functions (e.g. scheduling, copying, faxing, etc.) for the purpose of supporting departmental operations. Performs routine and preventive maintenance of media and in-library computer equipment for the purpose of ensuring the availability of equipment in safe operating condition. Processes notices

of missing or damaged books for the purpose of securing reimbursement for book-related loses. Processes orders for library books, periodicals, videos, films, etc. for the purpose of maintaining library/video collection. Repairs books and materials for the purpose of ensuring the availability of books and library materials. Requests and distributes various library books and media equipment for the purpose of providing requested classroom materials. Researches book levels, availability and reviews for the purpose of identifying books and/or providing recommendations to teachers, principals, parents, etc. Responds to inquiries (e.g. parents, students, teachers, staff, vendors, etc.) for the purpose of providing information and/or direction. Work is performed under the supervision of the Principals. Occasional oversight is exercised over volunteers.

Communicates effectively, both orally and in writing, with students, parents and other professionals on a regular basis on matters concerning student behavior, abilities, school programs and academic programs. Attends staff meetings to assist in building goals, curriculum development, discuss student progress, etc. Assists in supervising school day and extra-curricular student activities and events. Collaborates with peers to enhance the instructional environment. Upholds and enforces board policy, district goals, administrative procedures and school rules and regulations. Maintains appropriate work habits, including regular and punctual attendance and appropriate use of conference and planning time. Works cooperatively with parent, staff members, administration and community to reinforce the educational program for each child. Attends workshops, seminars and conferences as well as staff, department, curricular development and committee meetings and staff-development session as required. Encourages and facilitates work of other staff members in a collaborative, supportive environment. Evaluates accomplishments of students on a regular basis using multiple assessment methods; provides progress and interim reports for feedback. Respects the confidentiality of records and information regarding students, parents and teachers in accordance with accepted professional ethics and state and federal laws. Keeps current in subject matter knowledge and learning theory and is willing to share this knowledge for continual improvement of the school's curriculum. Works cooperatively with special services staff to report student progress and growth, as applicable. Uses relevant technology to support instruction; demonstrate proficiency on use of district software.

Knowledge, Skills and Abilities:

Specific skills required to satisfactorily perform the functions of the job include: operating equipment used in the repair of library/media materials; operating standard office equipment including using pertinent software applications; planning and managing projects; and preparing and maintaining accurate records. Knowledge is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: elements of library operation; cataloging systems; children's literature; library policies and procedures; and age appropriate activities

Thorough knowledge content of specialty area; thorough knowledge of appropriate level education principles, practices and procedures; thorough knowledge of the principles and methodology of effective teaching; thorough knowledge of school district operations, regulations and procedures; ability to understand developmental appropriateness of materials and behavior; ability to establish and maintain

standards of behavior; ability to deliver articulate oral presentations and written reports; ability to operate different technology platforms and equipment related to classroom instruction; ability to establish and maintain effective working relationships with other staff, students and parents.

Education and Experience:

Bachelor's degree in teaching, or related field, or equivalent combination of education and experience. Licensure as a library media specialist in the state of Minnesota required.

Physical Requirements:

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires standing and speaking or hearing, frequently requires mobility, sitting, using hands to finger, handle or feel and reaching with hands and arms and occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operating machines and observing general surroundings and activities; work occasionally requires exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements: Minnesota Teaching License. Licensure as library media specialist.

Last Revised: 8/2024

