

<b>Job Title:</b>	<b>LIBRARY MEDIA SPECIALIST</b>
<b>Department:</b>	Student Services
<b>Reports to:</b>	Principal
<b>Classification:</b>	Exempt / Certified Staff
<b>Employment:</b>	9.25 or 9.5 months / Contract
<b>Evaluation:</b>	Performance of this job will be evaluated in accordance with provisions of the board's policy on evaluation of certified personnel.

## **SUMMARY**

The school librarian creates an environment where collaboration and creative problem solving thrive. The school librarian is an excellent communicator who instills enthusiasm in others by making them feel that they are important members of a team. Strong leaders foster an environment of creativity, innovation, and openness to new ideas, welcoming and encouraging input from others to create consensus. They anticipate future obstacles and continually retool to meet challenges. The school librarian demonstrates his or her role as a visible and active leader within the school community and a professional member of the school library community.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

1. Operates and supervises the media center to which assigned.
2. Evaluates, selects, and requisitions new media center materials.
3. Assists teachers in the selection of books and other instructional materials, and makes media center materials available to supplement the instructional program.
4. Informs teachers and other staff members concerning new materials the media center requires.
5. Maintains a comprehensive and efficient system for cataloging all media center materials, and instructs teachers and students on use of the system.
6. Arranges for interlibrary loan of materials of interest or use to teachers.
7. Works with teachers in planning those assignments likely to lead to extended use of media center resources.
8. Promotes appropriate conduct of students using media center facilities.
9. Helps students to develop habits of independent reference work and to develop skill in the use of reference materials in relation to planned assignments.
10. Present and discuss materials with a class studying a particular topic, on the invitation of the teacher.
11. Participates at curriculum meetings.
12. Counsels with and gives reading guidance to students who have special reading problems or unusual intellectual interests.
13. Arranges frequently-changing book-related displays and exhibits likely to interest the media center's patrons.
14. Prepares and administers the media center budget.

15. Supervises media center aides in the performance of their duties.
16. Weeds obsolete and worn materials from the collections.
17. Supervises the clerical routines necessary for the smooth operation of the media center.
18. Assures that the library is accessible to students throughout the school year.
19. Performs other duties as assigned by the building principal.
20. Maintains confidential nature of all school-related matters.
21. Performs other tasks and assumes other responsibilities as assigned by the supervisor or Superintendent.

### **SUPERVISORY DUTIES**

Supervises students at all times.

### **QUALIFICATIONS**

#### **Background Checks**

Clearance on all background checks required by law that is satisfactory to the Administration.

#### **Education/Experience**

Bachelors Degree

#### **Certificates, Licenses, Registrations**

Appropriate certification in field.

Valid Missouri Teaching Certificate

### **SKILLS AND ABILITIES**

#### **Language**

Read, analyze and interpret professional journals, Board policy, administrative procedures and forms and governmental regulations and guidance. Complete forms, write reports and engage in written correspondence with parents. Present information effectively and respond to questions. Write clear and complete lesson plans.

#### **Computation**

Work with mathematical concepts such as probability and statistical inference. Apply concepts such as fractions, percentages, ratios and proportions to practical situations.

#### **Reasoning**

Solve a variety of problems in many different situations. Interpret instructions presented in written, oral, diagram or schedule form. Apply knowledge of current educational theory and instructional techniques while presenting subject matter to students.

#### **Technology**

Perform basic computer functions such as word processing and internet use. Use district software for recording grades and finding student information. Utilize smart boards, projectors and other instructional technology provided by the district.

## **Additional Skills and Abilities**

Identify needs and abilities of individual students and to adapt instructional methods accordingly. Establish and maintain effective relationships with students, peers and parents. Perform multiple tasks simultaneously

## **PHYSICAL DEMANDS**

*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 essential functions.*

### **Physical Requirements**

The individual who holds this position is regularly required to walk, hear and speak as a major function of the job. Regularly required to speak and hear in an environment where numerous conversations and activities may be taking place simultaneously. Must be able to move around the classroom. Must have close moderate and distance vision ability. Regularly required to read handwritten or printed material.

Physical requirements also include, but are not limited to, sitting (normal seated position), standing, walking (level or uneven surface), bending/twisting neck, bending/twisting at the waist, kneeling, crouching, crawling, climbing, reaching, lifting (up to 50 lbs.), carrying objects (up to 50 lbs.) while walking, pushing, pulling, presence of heat (summer high temperatures, high humidity, ovens, furnaces, etc.), presence of cold (winter low temperatures, walk-in refrigerator/freezer).

Employee can be expected to help students with their mobility needs.

### **Hours / Attendance / Travel**

Beginning and ending work hours will be established by the supervisor. Consistent and regular attendance is an essential component of student learning. In district travel may be necessary due to grade level configuration.

## **CONDITIONS AND ENVIRONMENT**

*The work conditions and environment described here are representative of those that an individual will encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

The individual who holds this position will regularly work in a school environment that is noisy and active. Occasionally the individual will be required to work outdoors for short periods of time to perform such tasks as loading and unloading students from district transportation and supervising recess and/or outdoor classroom activities.

*As a political subdivision, employer, recipient of federal funds, and educational institution, the Board of Education is prohibited from, and hereby declares a policy against engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, sex, national origin, ancestry, disability, age, or use of leave protected by the Family and Medical Leave Act, in its programs, activities, and with regard to employment. The Board is an equal opportunity employer.*