

Library Media Specialist

Reports to: Principal

FLSA Status: Exempt

SUMMARY:

To conduct the media program in a manner that supports the instructional objectives of the individual school. Assesses and meets information needs of students and faculty and develops programs to stimulate student interest by performing the following duties:

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Selects, receives, and organizes books, multimedia, and other materials and equipment;
- Suggests appropriate books and multimedia to students for classroom assignments and personal access;
- Assists students and faculty with use of public access catalog;
- Assists students and faculty with online searches and research projects;
- Plans and carries out student instruction program for school library media center;
- Communicates with students and parents through conferences and other means;
- Prepares and administers budget for media center;
- Participates in curriculum development, faculty committees, and student activity sponsorship, as requested;
- Maintains licensure at the state and/or national level; assumes responsibility for professional growth and keeps skills up-to-date;
- Establishes and maintains positive rapport with students;
- Implements a classroom management policy that fosters a safe and positive environment for all students and staff;
- Administers standardized tests in accordance with established procedures;
- Complies with and supports school and division regulations and policies;
- Confers with faculty about provision of appropriate materials for classroom instruction.
- Confers with parents, faculty, public librarians, and community organizations to develop programs to enrich student communications skills;
- Takes responsibility for and participates in a meaningful and continuous process of professional development that results in the enhancement of student learning;
- Investigates technologies that will improve services;
- To instruct students in the location, use and choice of appropriate materials, both print and non-print;
- To aid teachers/staff in the location and choice of materials, both print and non-print, applicable for curriculum demands;

JOB DESCRIPTION
Scott County Schools

- To select materials which meet curriculum needs, provide enjoyment and promote leisure activities that are age-appropriate and interest-targeted;
- To establish media center policies and review them periodically, making adjustments when needed;
- To facilitate distance learning opportunities for our students;
- To manage the media center as a flexible, multi-tasking learning environment;
- Manage all reading programs assigned to the media specialist such as Accelerated Reader;
- Maintain and care for equipment assigned to the media center;
- Maintain a professional learning center for educators;
- Provide training on equipment and services provided in the media center;
- Assumes responsibilities outside the classroom as they relate to school;
- Models non-discriminatory practices in all activities;
- Perform other duties as assigned by administration.

KNOWLEDGE, SKILLS AND ABILITIES

Desired experience or training:

Successful teaching experiences; school library media experience;

Background in instructional technology;

Background in curriculum development

Special requirements:

Ability to work well with students, teachers, parents, and administrators in planning and leading the library media and information technology program.

Other requirements:

Thorough knowledge of elementary, secondary or special education principles, practices and procedures; thorough knowledge of the principles and methodology of effective teaching; thorough knowledge of school division rules, regulations and procedures; ability to establish and maintain standards of behavior; ability to deliver articulate oral presentations and written reports; ability to establish and maintain effective working relationships with staff, students, administration, and parents.

EDUCATION AND/OR EXPERIENCE:

Major or minor in Instructional Media and Technology or Library Media Education certification, as required by the state of Virginia.

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 the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, and talk or hear. The employee is occasionally required to sit; use hands to finger, handle, or feel; reach with hand and arms; climb or balance; and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

Daily personal and close contact with children to provide classroom management and learning environment support is required. Regular contact with staff members, administration, and parents is required. Frequent contact with parents by phone and in person is necessary. Occasional contact with medical professionals may be required.

EVALUATION:

Performance on this job will be evaluated in accordance with school board policy and administrative regulations on evaluation of personnel.