

Library Media Specialist Job Description

Contracted By: The Headmaster for one year
Responsible To: The High School and Middle School Principals
Supervises: Students, Visitors, and Volunteers
Evaluation: Performance of responsibilities will be evaluated by the High School and Middle School Principals during the spring of each school year.

Spiritual

- Seek to role model in attitude, speech, and actions a consistent daily walk with Jesus Christ.
- Motivate others to accept God's gift of salvation and grow in their faith.
- Follow the Matthew 18 principle in dealing with students, parents, staff, and administration.
- Lead others to a realization of their worth in Christ and cultivate their growth in Christ-like character.

Minimum Qualifications

- Bachelor's degree and valid teaching certificate
- State certification as a school library media specialist (Appointees who have or are eligible for certification in a different content area and are being hired out-of-field must sign agreement to earn and pass the subject area exam for Educational Media Specialist within one year of hire)
- Desire to continue career improvement

Preferred Qualifications

- Master's Degree in Educational Technology, Master's of Library Science, or comparable degree
- Minimum of one year of successful teaching

Other Requirements

- If not degreed in Library Information Science, successful completion of 18 hours of specified university course work within the first three years of hire. Six hours are required annually.

The Library Media Specialist (LMS) position encompasses three primary roles: Information Specialist, Instructional Consultant, and Teacher. The duties for each role follow:

Information Specialist: The LMS provides access to information and resources for all students, staff and community users. As information specialist the LMS:

- Makes resources available to students and teachers through a systematically developed collection within the school and through access to resources outside the school.
- Provides access to the library media center collection through the management of an accurate and efficient organization and retrieval system.
- Assists students in identifying, locating and interpreting information housed in the library media center and helps students locate information outside the library media center.
- Provides access to the library media center throughout the school day, scheduling class visits flexibly to encourage use at the point of need; organizes and manages the library media facility in a manner that encourages access.
- Develops and implements policies and procedures which ensure that access to information is not impeded; interprets laws and policies regarding information.
- Informs teachers, students, parents and administrators of new materials, equipment and services that meet their information needs.
- Manages selection and ordering of materials through a process which involves teachers, administrators, students and parents; administers budgets for library media resources.
- Communicates library media program needs to the administration.

Instructional Consultant: The LMS acts as a consultant to coordinate student learning experiences with school, district and outside resources. As instructional consultant the LMS:

- Participates in department, grade-level, and school curriculum development and assessment projects.
- Offers assistance to teachers in the selection and purchase of instructional materials, and in the use of information resources.
- Plans cooperatively with teachers to incorporate information skills into the classroom curriculum and to assist teachers in developing resource based units and activities.
- Provides leadership in assessing, evaluating and implementing information and instructional technologies.
- Recommends student-level literature to teachers and encourages them to read to their classes as well as reading personally for an awareness of the literature available.
- Oversees and trains staff on copyright policies and procedures.

Teacher: The LMS is an integral part of the instructional team. She/he fosters a positive attitude toward the use and communication of information by students and teachers and creates an environment where literature and language is valued. As a teacher, the LMS:

- Teaches information skills as an integral part of the content and objectives of the school's curriculum.

- Jointly plans, teaches and evaluates instruction which incorporates information access, use and communication skills with the classroom curriculum.
- Provides instruction in the use of technology to access information outside the library media center.
- Uses a wide variety of teaching methods, media, and ways of communicating information to insure that students can access and use all types of information sources.
- Takes a leadership role in promoting and demonstrating the use of new technologies and media with teachers and other adults.
- Encourages students to read for pleasure and motivates their reading through a variety of methods.
- Teaches one or more computer classes as needed.

Some additional operational LMS duties:

Textbook Management

- Inventory all new textbooks
- Catalog all new textbooks
- Manage textbook storage, distribution and collection
- Collect monies for all damaged and lost textbooks
- Repair all damaged textbooks
- Order all materials for keeping textbooks repaired and cleaned
- Discard old textbooks

General

- Manage Media Center circulation
- Repair all damaged books
- Collect monies for damaged and lost books
- Maintain attractive, inviting Media Center appearance
- Reviewing RenLearn and ordering books that have test for Accelerated Reader program
- Open Media Center at 7:00am for early students
- Catalog, maintain, replace and repair all media devices
- Faithfully carry out all other functions as requested by administration