

## **9.7.01 HIGH SCHOOL MEDIA SPECIALIST**

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**Reports to:** Principal

**Dept/School:** High School Campus

**Wage/Hour Status:** Exempt

**Length of Contract:** 190

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### **PRIMARY PURPOSE:**

Supervise and manage the school library/media centers. Provide services and resources that allow students to develop skills in locating, evaluating, synthesizing, and using information to solve problems. Serve as teacher, materials expert, and curriculum adviser to ensure that library/media center is involved in instructional programs of the school.

### **QUALIFICATIONS:**

#### **Education/Certification:**

Bachelor's degree from accredited college or university

Valid Arkansas librarian or learning resources specialist certificate or endorsement

#### **Special Knowledge/Skills:**

Knowledge of library science

Ability to instruct and manage student behavior

Strong organizational, communication, and interpersonal skills

#### **Experience:**

Five years experience in library/media center in public school setting

The Board may find appropriate and acceptable alternatives to the above qualifications.

### **MAJOR RESPONSIBILITIES AND DUTIES:**

1. Demonstrate relentless commitment to academic achievement of all students.
2. Demonstrate effective customer service strategies to all district patrons.
3. Foster collegiality and team building among staff; encourage their active involvement in the decision-making process.
4. Communicate and promote expectation for high-level performance from students; hold students accountable for high performance; recognize excellence and achievement.
5. Articulate a clear direction for all students and staff; articulate a positive image of the school district and school district personnel.

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6. Plan for integration of the library media program with the district curriculum in all subject areas.
7. Maintain well organized and attractive library setting.
8. Provide staff development opportunities for teachers on the availability and use of campus and district learning resources.
9. Assist staff and principals with planning school library program to meet identified needs.
10. Assist in curriculum guides for libraries.
11. Manage acquisitions, processing, organizing, distribution, maintenance, and inventory of resources for the library/media center.
12. Maintain flexible schedule to allow greatest availability of the media center to students.
13. Create a library/media center environment that is conducive to learning and appropriate to the maturity level and interests of students.
14. Use effective techniques to encourage community and parent involvement.
15. Carry out discipline in accordance with board policies and administrative regulations.
16. Model and encourage interaction with students which promotes positive attitudes toward school library.
17. Compile, maintain, and file all physical and computerized reports, records, and other documents required.
18. Comply with federal and state laws, Arkansas Board of Education rules, and board policies in the library/media services area.
19. Comply with all district and campus routines and regulations.
20. Maintain a positive and effective relationship with supervisors.
21. Communicate effectively with colleagues, students, and parents.
22. Other duties assigned by principals.

**SUPERVISORY RESPONSIBILITIES:**

Assist principal with supervision of high school library staff.

**WORKING CONDITIONS:**

**Mental Demands/Physical Demands/Environmental Factors:**

Maintain emotional control under stress; climbing, stretching, frequent light lifting of books, boxes

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Date Adopted: August 2, 2007

Last Revised:

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

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Employee

\_\_\_\_\_  
Date

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Supervisor

\_\_\_\_\_  
Date