

Job Title: **LIBRARY MEDIA SPECIALIST**

Qualifications: Proper certification/eligibility certificate to teach from the NH Department of Education. Bachelor's degree from a recognized college or university with a major study in education. Operational knowledge of computer hardware and software relating to library services. Ability to establish and maintain an effective working relationship with teachers, agency personnel, students, parents, and the public. Ability to work with all students, including those who possess educational disabilities. Ability to adapt teaching methods to students' individual learning styles. Must be willing to maintain appearance appropriate to assigned duties and responsibilities.

Position requires a valid driver's license, close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Reports to: Principal

Job Goal: Coordinates the use of the library media center and computers within the center. Plans, directs implements, and evaluates the library program.

Supervises:

Type of Position: 10 Month **Wage:** Contract

Hours per week: 183 days per year

Responsibilities:

- Develop and implement policies and procedures to acquire, process, organize, disseminate, maintain and continually assess collections of information resources, essential equipment, and latest technologies.
- Train and supervise the library assistant, volunteers and student helpers.
- Offer strategies for the inclusion of new resources into curriculum planning and classroom instruction.
- Collaborate with educators to plan, implement, and assess units of study that integrate multimedia, research, and information literacy into classroom instruction.
- Promote literature and reading.
- Assist with technology integration and use of media multimedia equipment.
- Assess student learning.
- Solidify student independence in accessing, evaluating and using information in accurate, creative, and ethical ways through context instruction.
- May provide individual, small group or class instruction.
- Establish behavioral standards for students in the media center.
- Attend staff meetings and contribute to school committee and work groups.
- Always maintain student confidentiality.
- Performs other duties as required.
- This job description lists the general duties and is not intended to list every specific function required.

Physical Demands:

- The physical demands described below 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 use hands to finger, handle, or feel and talk or hear. The employee frequently is required to stand, walk, sit, reach with hands and arms, stoop, kneel, crouch or crawl. The employee is occasionally required to climb or balance and taste or smell. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities

REVIEWED BY	<i>Title</i>
APPROVED BY	<i>Title</i>
DATE POSTED	
DATE HIRED	

EVALUATION: Performance of this job will be evaluated by the Principal or Superintendent.

PHYSICAL ACTIVITY REQUIREMENTS (Frequently, Occasionally, Rarely):

**PRIMARY PHYSICAL REQUIREMENTS
CONSIDERATIONS**

Lift up to 10 lbs: Frequently required
Lift up to 25 lbs: Occasionally
Lift 26 to 50 lbs: Rarely
Lift over 50 lbs: Rarely

CARRY up to 10 lbs: Frequently required
CARRY 11 to 25 lbs: Occasionally
CARRY 26 to 50 lbs: Rarely
CARRY over 50 lbs: Rarely

REACH above shoulder height: Frequently required
REACH at shoulder height: Frequently required
REACH below shoulder height: Frequently required
PUSH/PULL: Frequently required

**DURING AN EIGHT HOUR DAY,
EMPLOYEE IS REQUIRED TO:**

Consecutive hours	Total Hours
Sit: 2	5
Stand: 1	2
Walk: 1	1

OTHER PHYSICAL

Twisting: Frequently required
Bending: Frequently required
Crawling: Frequently required
Squatting: Frequently required
Kneeling: Frequently required
Crouching: Frequently required
Climbing: Frequently required
Balancing: Frequently required

WORK SURFACES: (describe)

Composite desk
Carpet/tile floors
Computer keyboard/screen

HAND MANIPULATION

Grasping:	Frequently required
Handling:	Frequently required
Torquing:	Frequently required
Fingering:	Frequently required

Environment: Inside: 85%

Outside: 15%

Short Description: (Example: Work is performed inside and out of doors in an environment which includes exposure to physical elements or a number of disagreeable working conditions.)

The physical demands of the duties described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COGNITIVE AND SENSORY REQUIREMENTS:

Talking:	Necessary for communicating with others.
Hearing:	Necessary for receiving information and instructions.
Sight:	Necessary to do job effectively and correctly.
Tasting & Smelling:	Smelling required to detect noxious fumes and odors.

SUMMARY OF OCCUPATIONAL EXPOSURES:

Name/List: