



Smithton R-VI School District

505 South Myrtle, Smithton, MO 65350-1038

www.smithton.k12.mo.us Fax: 660-343-5389

David Bray Superintendent 660-343-5316	Becca Warren Principal PS-6 660-343-5317	Patrick Treece Principal 7-12 660-343-5318	Jad Mulgrew Asst Principal 660-343-5318	Dawn McNeeley Special Services 660-343-5318	Jad Mulgrew Activities Director 660-343-5318
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POSITION: Library/ Media Specialist

QUALIFICATIONS: Must possess a Master's Degree and certification in Library Sciences.

REPORTS TO: Building Principal and Superintendent.

JOB GOAL: To encourage, engage and educate students through the library sciences curriculum while helping all students learn subject matter and skills that will contribute to their development as mature, able, and responsible citizens.

GENERAL RESPONSIBILITIES:

1. Provide instruction in the use of the media center and its resources to individual students, classes, and staff.
2. Provide orientation of staff and students through in-service programs.
3. Foster an atmosphere which encourages student and faculty usage.
4. Convey enthusiasm for books and reading through specific activities and individual guidance promoting the development of reading skills and appreciation.
5. Formulate a media center plan including a philosophy and goals that support the district's CSIP plan.
6. Incorporate a system for the acquisition and replacement of audiovisual equipment and software.
7. Utilize the district's adopted selection policy.
8. Adopt an approved, comprehensive, and efficient circular cataloging system.
9. Organize and maintain record of media equipment, circulation, etc. for inventory, maintenance, and certification purposes.
10. Execute a maintenance program for materials and equipment.
11. Organize the storage and handling of video materials for convenience, availability, and effective use.

Encourage



Engage



Educate

12. Coordinate daily operations of the media center.
13. Prepare an annual budget for the media center and submit it to the proper administration.
14. Assist in the selection, training, scheduling, supervision, and evaluation of media personnel.
15. Establish public relations programs to inform both the school and community of media program activities.
16. Assist teachers, students, and staff in the production of supplementary learning materials.
17. Maintain a collection of publisher and audio-visual catalogs within the media center.
18. Maintain professional resources for teachers, inform them of newly purchased materials, and involve teachers in the purchasing of new materials.
19. Take all necessary measures to ensure the safety of students, equipment, materials, and facilities.
20. Maintain accurate and current records as required by law, district policy, and administrative guidelines.
21. Plan and supervise purposeful assignments for paraprofessionals and evaluate their job performance with their immediate supervisor.
22. Assist the administration in implementing all policies and rules governing student life and conduct.
23. Participate in the District Professional Development program.
24. Attend staff meetings and serve on specialized committees as required.
25. Perform all other assigned duties.

TERMS OF EMPLOYMENT: Salary and year to be established annually by the Board of Education.

EVALUATION: Performance of this position will be evaluated annually in accordance with provisions of the BOE's policy on evaluation of teachers.