

Library Media Specialist – Middle and High School
Marshall Public School District Job Description

Position Title: Library Media Specialist – Middle and High School

Department: Library Media Center

Reports to: Building Principal

SUMMARY: Enhances student achievement and appreciation of literature by ensuring that students and teachers are effective users of ideas and information

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- provides intellectual and physical access to materials in all formats,
- provides instruction to foster literacy competence and stimulate interest in accessing, evaluating and applying information and ideas,
- promotes literacy throughout the day,
- works with other educators to design learning so that students' literacy needs are met,
- serves as an independent learning center.
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Learning and Teaching

- Performs the duties of information specialist, teacher, and instructional consultant as a specialist in learning literacy resources and strategies.
- Collaborates with teachers to integrate research, information retrieval skills, and literature appreciation into the curriculum.
- Utilizes current research and methods in the areas of technology, library and information resources, and learning and teaching.
- Exercises leadership and serves as a catalyst in the instructional program, providing services to students and staff.
- Uses a variety of materials and activities to stimulate and maximize learning to help students achieve educational and personal goals.

Information Access:

- Creates and maintains a collection development process which includes such aspects as maintaining accurate and current catalogs and records, weeding, and inventories.
- Provides leadership in adhering to established policies, laws, principles of intellectual freedom and ethical behavior.
- Selects and provides resources and technologies needed to integrate and produce authentic learning experiences.

Program Administration:

- Develops short and long-range goals to guide the development of the library program.
- Promotes the library media program, services, and its materials by maintaining a positive relationship with students, staff, and community.
- Develops and implements policies and procedures to accommodate a “mixed” environment with some classes scheduled for regular times and flexible access for staff and students when students are free to come and go from the library as needed.

- Works with administration and staff to implement a technologically advanced facility and program.
- Evaluates library media programs, services, facilities, and materials to ensure optimum use.
- Prepares and oversees a library media program budget which reflects the needs of the entire school community.
- Selects, trains, and supervises clerical support, student assistants, and adult volunteers.
- Maintains and enhances professional knowledge in technology and trends in information literacy by participating in professional organizations and activities which relate to the library media program and technology.

SUPERVISORY RESPONSIBILITIES:

Media Center Clerk

EDUCATION and/or EXPERIENCE:

Masters Degree in Library Science preferred.

CERTIFICATES, LICENSES, REGISTRATIONS:

State certification as a school library media specialist

EVALUATION: Performance of this position will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Professional Personnel.

TERMS OF EMPLOYMENT: Nine+ month employee. Salary to be established by the Board of Education.

