

**Library Media Specialist – Elementary School**  
*Marshall Public School District Job Description*

**Position Title:** Library Media Specialist - Elementary

**Department:** Instruction

**Reports To:** Principal

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**SUMMARY:** Coordinates all aspects of the media center. Ensures that the media center is able to support instructional efforts of all staff.

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

- Establishes and maintains a check-out system for all library materials.
- Stamps and labels all materials for circulation
- Maintains a schedule for the use of materials.
- Collects overdue fines and maintains financial reports of the media center.
- Keeps track of where books are located and maintains a computer database for such.
- Maintains master card file for books and audio-visual equipment.
- Maintains and secures repairs for audio-visual equipment.
- Maintains accurate and up-to-date computer card catalog, shelf lists, and circulation records.
- Reserves electronic equipment and maintains inventory for staff.
- Catalogs all instructional resources.
- Provides guidance and supervision to paraprofessional aide.
- Inventories all materials annually and completes related reports.
- Orders books and all materials.
- Assists teachers with research projects.

**SUPERVISORY RESPONSIBILITIES:** None

**EDUCATION and/or EXPERIENCE:** Masters degree in library science.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Library Media Specialist Certificate.

**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.