



SHELTON PUBLIC SCHOOLS

Library Media Specialist

Accountability Relationship:

The library media specialist will work under the general supervision and be evaluated by Shelton Public Schools' administration or curriculum leader as assigned.

General Job Definition:

The library media specialist is responsible for providing support to the instructional program with specific responsibilities for collection, processing, circulating, maintaining, selecting, ordering and the annual inventory of library/media resources.

Responsibilities:

- Demonstrates comprehensive and current knowledge of assigned content area.
- Demonstrates knowledge of human growth and development as it relates to the learning/teaching process.
- Demonstrates an awareness and respect for diversity of cultural backgrounds and lifestyles.
- Implements grade level appropriate programs for students, utilizing library media resources, selecting materials in support of classroom instruction and instructing students on the proper use of library resources.
- Maintains a current print and electronic media collection.
- Assists teachers, students and administrators in the identification of resource materials for use in classroom/student projects/homework assignments.
- Conducts classes and/or activities in a variety of grade appropriate formats in accordance with lesson plans for promoting the enjoyment of literature.
- Evaluates books and other media resources in the collection (e.g. repairing damaged books, recommending retirement of books and/or periodicals) for the purpose of ensuring the availability of current and serviceable books, media and other library materials.
- Evaluates media equipment, orders repairs, provides technical support, diagnoses malfunctions and recommends media purchases.
- Conducts an annual library media inventory, media equipment inventory and related instructional materials inventory.
- Prepares an annual budget for the purchase of print/electronic media and equipment.
- Knowledgeable in the operation of a variety of media production equipment.
- Designs and models lessons that integrate academic content with 21st century skills.
- Prepares a variety of electronic/written materials, including but not limited to, grades, lesson plans, correspondence with parents and students, assessments, student attendance, anecdotal records etc., for the purpose of documenting student progress and meeting mandated requirements.
- Establishes student rapport and fosters positive relationships.
- Communicates with students both individually and collectively regarding their needs and progress.

- Maintains high expectations for student learning and behavior.
- Maintains a safe and orderly environment by consistently implementing routines, transitions and procedures.
- Develops and maintains systems for keeping group and individual records.
- Demonstrates ethical behavior in accordance with **Connecticut Code of Professional Responsibility for Teachers (Section 10-145d-400a of the Connecticut Certification Regulations)**.
- Attends a variety of meetings and professional learning opportunities as offered by the School District for the purpose of conveying and/or gathering information required to perform duties.
- Attends after school and evening meetings/conferences in accordance with the Agreement between the Shelton Board of Education and the Shelton Education Association.
- Works collaboratively with School District personnel, parents and community stakeholders for the purpose of improving the overall quality of student learning outcomes and in support of School District goals and objectives.
- Follows School District policies, procedures and curricula.
- Prepares records and reports with accuracy and timeliness.
- Models acceptable written and oral expressions.
- Models good attendance and punctuality.

Requirements:

- Connecticut certification as appropriate.
- Knowledge and understanding of the teaching and learning process.
- Demonstrated knowledge of the Destiny Catalog System.
- Demonstrated ability to analyze assessment and other student data as a means for making instructional decisions.
- Demonstrated responsibility for self-growth, professional improvement, ongoing self-reflection or self-evaluation.
- Demonstrated ability in the effective use of instructional technology.
- Ability to maintain effective working relationships.
- Superior organizational, oral and written communication skills.
- Demonstrated commitment to the department team concept and the overall success of the organization.

Terms of Employment and Salary:

The library media specialist's terms of employment, salary and benefits are in accordance with the Agreement between the Shelton Education Association and the Shelton Board of Education.

