



THOMASTON BOARD OF EDUCATION
Thomaston, Connecticut

Position Description

JOB TITLE:	Library Media Specialist (Preschool – Grade 6)
DEPARTMENT/SCHOOL:	Black Rock School
REPORTS TO:	Black Rock School Principal

POSITION SUMMARY/PURPOSE

This position is responsible for assisting students and teachers with implementing and enriching the curriculum through library, media and technology instruction, planning, and activities.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

- Develops and administers library media curriculum consistent with school district goals and objectives.
- Develops and administers technology curriculum consistent with school district goals and objectives.
- Promotes a library and technology laboratory environment that is safe and conducive to individualized/group instruction and learning and ensures that student conduct conforms to the school's standards and school district policies.
- Develops and implements lesson plans and instructional materials into learning experiences that best utilize the available time for instruction.
- Utilizes district's content-area curricula when planning Library Media and Technology instruction.
- Instructs students in the principles of responsible citizenship and other subject matters specified in applicable laws, as well as administrative regulations and procedures of the Thomaston Public Schools.
- Conducts ongoing assessment of student learning and modifies instructional methods to fit individual student needs, including students with special needs.
- Administers standardized assessments in accordance with district testing programs.
- Collaborates with teachers on lesson and unit planning of classroom curriculum (i.e., Reading, English-Language Arts, Social Studies, Mathematics, Science, Art, Health, Physical Education, Technology and Music).
- Possesses and maintains a current knowledge of the developments in the field of Library Media Science through attending seminars, workshops, and professional meetings, and by conducting research.

ESSENTIAL PERFORMANCE RESPONSIBILITIES: *(continued)*

- Organizes and maintains a system for accurate and complete recordkeeping, grading, and reporting for all student activities, achievement, and attendance as required by district procedures and applicable laws.
- Encourages parental involvement in Library Media Center activities and ensures effective communication with students and parents.
- Supervises students in activities that take place out of the classroom during the workday, including activities involving school transportation.
- Coordinates with other school/district staff members, especially with Preschool through Grade 3, to evaluate and assess all curricula.
- Participates in faculty meetings and committee work.
- Selects and requisitions appropriate books, instructional aids and other supplies equipment, licenses, and subscriptions while maintains inventory records.

ADDITIONAL DUTIES:

- Other duties as assigned by district/school administrators.

Note: The above description is not meant to be inclusive of every task or responsibility.

EQUIPMENT:

- Standard office, classroom and library media center equipment.

TRAVEL:

- Travel to school district buildings and professional meetings as required.

WORK SCHEDULE:

- Standard teacher work schedule as set forth in the Thomaston Education Association bargaining agreement.

SKILLS, KNOWLEDGE, ABILITIES:

- Demonstrated knowledge of current teaching methods and educational pedagogy, as well as differentiated instruction based upon student learning styles.
- Demonstrated knowledge of library and media science.
- Demonstrated knowledge of data information systems, data analysis, and the formation of action plans.
- Demonstrated knowledge of applicable federal and state laws regarding education and students.

SKILLS, KNOWLEDGE, ABILITIES: *(continued)*

- Demonstrated ability to use computer network systems and software applications as needed.
- Demonstrated ability to independently organize and coordinate work with other staff in the school building and across the district.
- Demonstrated ability to communicate effectively both orally and in writing.
- Demonstrated ability to engage in self-evaluation with regard to performance and professional growth.
- Demonstrated ability to establish and maintain cooperative working relationships with others, especially other Library Media Specialists and staff.

PHYSICAL AND MENTAL DEMANDS/WORK HAZARDS:

- Works in standard office, library media center, and school building environments.

QUALIFICATIONS PROFILE:

- **Certification/License:**
 - Applicable Grade-Level and/or Content-Area Connecticut Educator Certificate.
- **Education:**
 - Master's degree from an accredited college or university in Library Media or equivalent.
- **Experience:**
 - Successful prior experience as a certified teacher.
 - Successful prior experience as a certified elementary teacher preferred.
 - Successful prior experience as a library media specialist preferred.

FLSA Status: Exempt

DISCLAIMER:

This job description conforms to EEO and ADA requirements. This job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.