

MEDINAH ELEMENTARY SCHOOL DISTRICT 11

LIBRARY MEDIA TECHNOLOGY SPECIALIST

QUALIFICATIONS: As set by state certification requirements

REPORTS TO: Principal

SUPERVISES: Library Volunteers

JOB GOAL: To provide each student with an enriched library environment containing a wide variety and range of materials that will invite intellectual probing, growth, and to aid all students in acquiring the skills needed to take full advantage of library resources.

PERFORMANCE RESPONSIBILITIES:

1. Evaluates, selects, and requisitions new library materials.
2. Assists teachers in the selection of books and other instructional materials
3. Informs teachers and other staff members concerning new materials the library acquires.
4. Maintains a comprehensive and efficient system for cataloging all library materials, and instructs teachers and students on use of the system.
5. Arranges for interlibrary loan of materials of interest or use to teachers.
6. Works with teachers in planning those assignments likely to lead to extended use of library resources.
7. Promotes appropriate conduct of students using library facilities.
8. Helps students to develop habits of independent reference work and to develop skill in the use of reference materials in relation to planned assignment.
9. Presents and discusses materials with a class studying a particular topic, when invited to do so, by the teacher.
10. Participates at curriculum meetings.
11. Instructs students and small reading groups.
12. Arranges frequently changing book-related displays, bulletin boards and exhibits likely to interest the library's patrons.
13. Assists in preparation of the library budget.
14. Supervises volunteers in the performance of their duties.

TERMS OF EMPLOYMENT: Regular school year as set by the Board.

SALARY: Salary schedule as established by the Collective Bargaining Agreement

EVALUATION: Building Principal