

CAROLINE COUNTY PUBLIC SCHOOLS
POSITION DESCRIPTION
Job Description: Media Specialist/Librarian

JOB TITLE: Media Specialist/Librarian	LOCATION: As set by the Superintendent
IMMEDIATE SUPERVISOR: Principal	WORK SCHEDULE: Ten, eleven or twelve-month year. Salary and work year to be established by the Board. PAY GRADE: Teacher Scale
SPECIAL REQUIREMENTS: None	FLSA STATUS: Exempt
EDUCATION/EXPERIENCE: Holds a valid Virginia Teaching License with a Library Media PreK-12 endorsement; Holds a Bachelor's Degree, with an approved program in Library Media or has completed the state requirements of college-level semester hours for this specialty; Such alternatives to the above qualifications as the Board may find appropriate and acceptable.	

JOB GOALS:

To provide all students with an enriched library environment containing a wide variety of materials that will invite intellectual growth, and to aid all students in acquiring the skills needed to take full advantage of media center resources.

PERFORMANCE RESPONSIBILITIES:

- Operates and supervises the media center to which assigned.
- Evaluates, selects, and requisitions new media center materials.
- Assists teachers in the selection of books and other instructional materials, and makes media center materials available to supplement the instructional program.
- Informs teachers and other staff members concerning new materials the media center acquires.
- Maintains a comprehensive and efficient system for cataloging all media center materials and instructs teachers and students on the use of the system.
- Arranges for interlibrary loan of materials of interest or use to teachers.
- Works with teachers in planning those assignments likely to lead to extended use of media center resources.
- Promotes appropriate conduct of students using media center facilities.
- Helps students to develop habits of independent reference work and to develop skill in the use of reference materials in relation to planned assignments.
- Presents and discusses materials with a class studying a particular topic, on the invitation of the teacher.
- Participates at curriculum meetings.

- Counsels with and gives reading guidance to students who have special reading problems or unusual intellectual interests.
- Arranges frequently changing book-related displays and exhibits likely to interest the media center's patrons.
- Prepares and administers the media center budget.
- Supervises media center aides in the performance of their duties.
- Weeds obsolete and worn materials from the collections.
- Supervises the clerical routines necessary for the smooth operation of the media center.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.