



School Librarian

CATEGORY: Certified Professional

REPORTS TO: Principal

FLSA Status: Exempt

JOB SUMMARY:

The Library Media Specialist is responsible for the leadership and supervision of the Media Center Program. The employee will teach students and staff how to be effective users of ideas and information, enthusiastic readers, and skillful researchers. The Media Specialist will also train faculty and students on the ethical use of information and ensure access to all media center services. The Library Media Specialist will work with classroom teachers and literacy and reading staff to design and implement units of instruction and assess their effectiveness. The employee will align the media programs with school and district goals and policies, making it an integral part of the instructional program.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Taking an active role in school improvement and accreditation activities.
- Benchmark the school library program to state standards.
- Share expertise by presenting at faculty meetings, parent meetings, and other meetings as needed.
- Create an environment conducive to active and participatory learning, resource based instructional practices, and collaboration with teaching staff.
- Encourage the use of available instructional technology to engage students and improve learning, providing 24/7 access to digital information resources for the entire learning community.
- Remain current in professional practices and developments, information technologies, and educational research applicable to school library programs.
- Collaborate with teachers and students to design and teach engaging inquiry and learning experiences and develop assessments that incorporate multiple literacies and foster critical thinking.
- Participate in the curriculum development and implementation process at the building and district level to ensure that the curricula include the full range of literacy skills (information, media, visual, digital, and technological literacy) necessary to meet content standards and develop lifelong learners.
- Participate in implementing collaboratively planned learning experiences by providing group and individual instruction, assessing student progress, and evaluating activities.
- Join teachers and others to plan and implement meaningful experiences that promote a love of reading and lifelong learning.
- Provide and plan professional development opportunities within the school

- Develop and maintain a collection of resources appropriate to the curriculum, the learners, and the teaching styles and instructional strategies used within the school community.
- Cooperate and network with other libraries, librarians, and agencies to access resources outside the school.
- Model effective strategies for developing multiple literacies.
- Evaluate, promote, and use existing and emerging technologies to support teaching and learning, supplement school resources, connect the school with the global learning community, communicate with students and teachers, and provide 24/7 access to library services.
- Organize the collection for maximum practical use.
- Work with classroom teachers in helping students use digital tools to gather, manage, and share information.
- Help train students to read for understanding, exposure to diverse viewpoints and genres, and pleasure.
- Teach students to use the information for defined and self-defined purposes.
- Show students how to build on prior knowledge and construct new understandings.
- Ensure that school library program goals and objectives align with school strategic plans and that the media center meets state accreditation and AdvancedEd requirements.
- Use effective management principles in developing and program goals and objectives.
- Follow copyright as well as other laws and guidelines on the distribution and use of resources.
- Advocate the principles of intellectual freedom and ethical behavior.
- Prepare and submit accurate reports as required.
- Keep accurate inventories of print, non-print, and technology materials and equipment
- Prepare, justify and administer the school library program budget to support goals.
- Establish processes and procedures for selection, acquisition, circulation, resource sharing, etc., that assure appropriate resources are available when needed.
- Create and maintain a teaching and learning environment that is inviting, safe, flexible, and conducive to student learning.
- Perform other duties within the scope of employment and certifications assigned by the Superintendent and the employee's direct supervisor.

REQUIRED SKILLS AND ABILITIES:

- Lead the school's use of instructional technology and is a strong advocate for the total reading program.
- Encourage extensive use of print and electronic resources and services, within the school library media center, throughout the school, and through remote access.

- Lead teachers, technology staff, and students in a collaborative process to select and evaluate resources that address students' and teachers' curricular needs and learning goals in the information age.
- Work with school staff to design and implement short- and long-range plans to ensure balance among teaching, instructional technology, collaboration, collection development, and program management.
- Continually evaluate the school library media program according to accepted standards of quality.
- Demonstrate professional integrity through ethical behavior.
- Judge the readily observable, functional, structural, or composite characteristics of data, people, or things.
- Speak to convey or exchange information which includes receiving instructions, assignments, or directions from supervisors.
- Requires the ability to handle a variety of items such as office equipment. Must be able to use the Microsoft Office programs and library system programs.
- Deal with all people respectfully and tactfully beyond giving and receiving instructions.

EDUCATION AND EXPERIENCE:

Must have a master's degree in instructional technology, library science, or a related field and be certified as a media specialist by SCDOE.

PHYSICAL REQUIREMENTS:

The physical requirements described here represent those that must be met by an employee to perform the essential responsibilities and functions of the job successfully and are not all-inclusive. The District will make reasonable accommodations to enable individuals with disabilities to perform the job's essential duties. The following are physical requirements:

- Ability to lift to 25 pounds.
- Must be able to navigate various physical environments of the school's premises.
- Be able to sit or stand at a desk for prolonged periods while operating a computer or other office machinery.
- Pass the State required intradermal tuberculin test.

WORK ENVIRONMENT:

The environmental demands described here represent those that an employee encounters while performing the essential responsibilities of this role and are not meant to be all-inclusive. The following are examples:

- Indoor and outdoor with varying temperatures.
- Facilities and rooms with a variety of heated and air-conditioned spaces
- Will be subject to possible exposure to various types of chemicals used for cleaning, instruction, or equipment operation.

- Noise level is generally moderate but may heighten under various circumstances.

EMPLOYMENT TERMS:

The following are the terms of employment.

- Work year 190 days depending on the level and needs of the District and school.
- Salary benefits and leave time as specified in district salary scales and according to district policies and regulations.

EVALUATION:

According to applicable school district policies, the Principal will evaluate the Library Media Specialist on this job description and other potential measurement methods for assessing success.

We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.