

EPHRATA AREA SCHOOL DISTRICT

Ephrata, Pennsylvania

Position Title: School Library Media Specialist (SLMS)
Department: Library Media
Reports To: Building Principal
FLSA: Exempt
Date: February 2017
Revision Date: February 2023



POSITION PURPOSE

The SLMS promotes and develops successful learning for students, performs instructional and related duties in accordance with District Policies and terms of the teacher contract. The SLMS also maintains a cooperative attitude with staff, parents, and students. In addition, the SLMS provides leadership and expertise to carry out the mission of the Ephrata Area School District library media program.

ESSENTIAL FUNCTIONS – May include but not limited to: **Library Responsibilities**

- Oversees student learning of the Information Literacy and Technology Skills Curriculum, including but not limited to, online safety, library functions, computer science.
- Collaboratively plans, teaches, and evaluates instructional units with classroom teachers to incorporate classroom objectives and information literacy skills.
- Instructs students in accessing, evaluating, and communicating information regardless of format.
- Uses a variety of instructional methods addressing the needs of individual students and their learning styles.
- Provides access to information and ideas by assisting students and teachers in identifying information resources.
- Creates an attractive, organized learning environment, maintaining student discipline.
- Systematically develops and maintains an adequate collection of print, non-print, and electronic resources to support the curriculum, students' needs, and to promote continuous independent reading and literacy growth.

Teacher – Library and Media Specialist

- Manages and balances the media center budgetary accounts, including instructional resources, supplies, equipment, and repairs.
- Maintains an online catalog and automated circulation system, as well as an electronic shelf list that accurately reflects the collection and its usage.
- Provides access and interlibrary loan services to resources located outside the media center via ACCESS PENNSYLVANIA and online database services.
- Adheres to district and library policies and procedures, such as the Collection Development Policy, the Instructional Material Selection Policy, the Bibliographic Control Policy, the Copyright Policy, and the Acceptable Use Policy.
- Exhibits competence in classifying, cataloging, processing, storage, and circulation of materials.
- Produces media center reports, budget requests, bibliographies and other documents as needed.
- Participates in building, department, and district curriculum, technology, and professional development meetings as needed.
- Assists in staff development of teachers in the selection, evaluation, and use of resources, including Internet-based resources.
- Trains teachers in the use of new technologies and media center services.
- Encourages the use of, organizes, and maintains a collection of taped-off-air recordings following the copyright guidelines.
- Oversees and trains library aides, library secretaries, and student volunteers.

Teaching Responsibilities

- Provide a variety of classroom techniques and methods.
- Promote high levels of achievement in relation to individual student abilities.
- Use techniques and methodologies appropriate to student abilities.
- Utilize current and relevant subject matter.

- Utilize technology to make subject matter learning relevant and enhance learning outcomes.
- Demonstrate knowledge of and ability to use research-based principles of effective instruction.
- Organize instruction using learning objectives with clearly defined student outcomes.
- Employ teaching strategies congruent with planned student outcomes.
- Select teaching strategies emphasizing student involvement.
- Monitor student learning and pace instruction accordingly.
- Work with learning support personnel to adapt curriculum accordingly based on students' Individual Education Plans.
- Develop and maintain an environment conducive to effective student learning.
- Develop written rules of classroom behavior and communicate those rules to all students.
- Enforce written rules for classroom behavior.
- Communicate curricular goals and academic expectations to students.
- Provide for the health and safety of students in all instructional settings.
- Prepare effectively for class.
- Prepare weekly lesson plans.
- Provide instruction predicated on Information Literacy Curriculum goals and objectives.
- Develop and communicate appropriate grading standards to students.
- Establish written grading standards that are clear and incorporate a variety of graded activities.
- Assure that grading standards are explained and available to parents.
- Develop and maintain positive interpersonal relationships.

- Model personal behaviors of honesty, fairness, courtesy, and consideration.
- Maintain a cooperative relationship with administration, staff, students, and parents.
- Share appropriate information with parents and with other staff members.
- Work collaboratively with fellow department members to plan for instruction and modify curriculum.
- Provide timely and accurate feedback/documentation to students, parents, and appropriate staff members.
- Maintain appropriate records of student performance.
- Build motivation and interest in learning.
- Exhibit personal interest and encourage student interest in the subject area.
- Maintain a current awareness of literature/activities in subject area.
- Maintain an ongoing personal program of professional growth and development.
- Develop and implement annually an approved plan for professional growth and development.
- Identify and request to attend professional workshop activities intended to increase the teacher's instructional effectiveness.
- Participate in District sponsored in service offerings appropriate to assignment.

KNOWLEDGE & SKILL REQUIREMENT

Education:	A minimum of a bachelor's degree from an accredited institution with Library Science certification (Library Science certification should be recent enough to have reflect a working knowledge of new instructional technologies and theories)
Certification:	Holds a valid certification from the Pennsylvania Department of Education.
Experience:	Any work experience in certification area(s); Student teaching experience in a supervised education program at an accredited institution

Teacher – Library and Media Specialist

Language Skills:	Ability to evaluate, interpret and analyze; Effective written and verbal communication skills; Ability to maintain written records, and effectively present information to colleagues, students, parents, and administrators; Ability to communicate clearly and concisely with tact and diplomacy
Mathematical Skills:	Ability to work with mathematical concepts, math reasoning, and math logic
Reasoning Skills:	Strong critical thinking, problem-solving and reasoning skills
Other Skills & Abilities:	Exhibit sound judgment; Ability to develop appropriate effective working relationships with department colleagues, school staff, students, parents, and the administration; demonstrate effective organizational and time-management skills.

WORKPLACE EXPECTATIONS:

- Must demonstrate regular and punctual attendance.
- Must interact positively with administration, students, staff, parents, and community members.
- Must demonstrate professionalism and appropriate judgment in behavior & speech and dress in a neat, clean, and professional manner.
- Must follow all District policies, work procedures and reasonable requests by proper authority.
- Must maintain the integrity of confidential information relating to students and families.
- Follow established protocols as outlined in Student/Faculty/Support Staff handbooks

ESSENTIAL PHYSICAL REQUIREMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk, or hear. The employee is occasionally required to walk and reach with hands and arms. The employee must occasionally lift and/or move up to 20 pounds. The employee may

Teacher – Library and Media Specialist

frequently drive to various locations within the district. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision. Employee must be able to distinguish the difference between bells, buzzers, beeps, etc.

TERMS OF EMPLOYMENT

As Per Contract

CUSTOMER SERVICE STANDARDS

Our interaction with customers, both internal and external, tells them about our priorities and how we value them as partners. To ensure that our interactions serve to strengthen relationships and promote the public image of the Ephrata Area School District, all employees should:

- Be extremely polite and listen to other perspectives
- Keep your promises and commitments to others
- Always give a little more than is expected

EMPLOYEE STATEMENT

"I have reviewed the above position and understand its contents."

"I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents."

"I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodations(s) to fulfill any or all these functions, I agree to provide information to the District regarding the requested accommodation(s)."

Employee Name (Print)

Date

Employee Signature

EASD Representative

Date

Teacher – Library and Media Specialist