

## **JOB DESCRIPTION**

**POSITION:** LIBRARY MEDIA SPECIALIST (LMS)

**QUALIFICATIONS:** Bachelor's degree  
Valid Indiana teaching certificate  
Certification for school media services

Reports to: Building Principal

### **PERFORMANCE RESPONSIBILITIES:**

**Leadership:** LMS collaborates, shares expertise, and communicates regularly with school community.

- Shares expertise with learning community. Promotes school library resources and services. The LMS is a confident professional development planner and presenter.
- Serves on committees which pertain to the school library program and overall curriculum objectives. Supports building wide literacy initiatives.
- Remains current in professional practices and developments, information technologies, and educational research.
- Communicates regularly with building administrator about program, plans, activities, and accomplishments

**Instructional Partner:** LMS is an instructional leader that collaborates with teachers.

- Builds relationships and collaborates with classroom teachers in the design of all curricular initiatives and technology-rich learning experiences.
- Develops thorough knowledge of subject area and grade level curriculum. Values co-teaching and supports teachers with core instruction.
- Implements collaboratively planned learning experiences by providing group and individual instruction.

**Information Specialist:** LMS demonstrates a strong understanding of the inquiry process, leads students and staff in developing information literacy skills and using 21<sup>st</sup> century technologies.

- Assists students and staff in finding and using relevant information sources.
- Evaluates, promotes, and uses existing and emerging technologies to support teaching and learning.

- Assists users with their understanding and observance of copyright, acceptable use, and licensing of intellectual property. Instructs students and staff about appropriate and responsible online behavior.

**Program Administrator:** LMS creates and maintains a teaching and learning environment in the media center. The media center is the central inquiry environment. He/she also manages and develops a library collection and environment that actively supports all members of the school community.

- Works with principal to create a schedule within the instructional day that allows time for all roles and responsibilities.
- Builds and maintains a collection of print and electronic resources to support the curriculum. Manages school library budget to support program goals. Organizes and processes the collection for maximum and effective use. Circulates and maintains equipment housed in the school library.
- Empowers patrons to become critical thinkers, skillful researchers, enthusiastic readers, and ethical users of information. Creates and maintains a teaching and learning environment that is inviting, safe, flexible, and conducive to student learning. Performs trouble shooting triage with circulation catalog, database subscriptions and general technology needs.

#### **PERSONAL AND PROFESSIONAL RESPONSIBILITIES:**

- Nurture a positive relationship with super-ordinates, subordinates and peers.
- Demonstrate respect for super-ordinates, subordinates and peers.
- Support corporation decisions and direction relative to matters of policy and administrative directives. Work as a team player.
- Demonstrate ability to deal with sensitive issues in a tactful and professional manner.
- Address concerns and offer suggestions in an appropriate and confidential manner.