

**INDEPENDENT SCHOOL DISTRICT NO. 319
NASHWAUK-KEEWATIN PUBLIC SCHOOLS
Adopted: 06-24-24**

Job Title: Library Teacher/ Media Specialist

Supervisor: Building Principal

Salary/Pay: As determined by ISD 319 Teacher Agreement

Purpose: The position is responsible for supporting students and staff in literacy activities while maintaining order in the library. The Media Specialist (1) collaborates and consults with teachers for the purpose of integrating technology and information literacy skills into subject matter instruction, (2) provides technology and information literacy skills instruction to high school students, and (3) administers media center operations, programming, and resources in order to help all our students become future ready.

Essential Duties and Responsibilities

- Plan and conduct activities for a balanced program of instruction, demonstration, and work time that provides students with opportunities to observe, question, and investigate.
- Instruct students individually and in groups, using various teaching methods. Adapt teaching methods and instructional materials to meet students' varying needs and interests.
- Observe and evaluate students' performance, behavior, social development, and physical health.
- Create a positive environment to ensure successful learning for all students.
- Meet with parents and guardians to discuss their children's progress, and to determine priorities for their children's social, emotional and academic growth.
- Confer with parents or guardians, teachers, counselors, and administrators in order to resolve students' behavioral and academic concerns.
- Maintain accurate and complete student records as required by laws, district policies, and administrative regulations.
- Guide and counsel students with adjustment and/or academic issues or special academic interests.
- Prepare objectives and outlines for courses of study, following curriculum guidelines or requirements of states and schools. Confer with other staff members to plan and schedule lessons promoting learning, following approved curricula.
- Meet with other professionals to discuss individual students' needs and progress.

Qualifications

- Bachelor's Degree required
- MN teaching license as a Library Media Specialist, OR a valid K-6 Elementary Teacher and willing to obtain an Out of Field Permission.

Personal Characteristics

- Flexible
- Collaborative
- Committed
- Detail-Oriented
- Emotionally Competent
- Friendly
- Hard Working
- Organized
- Prepared
- Productive
- Responsible
- Trustworthy