21\textsuperscript{st} CENTURY SCHOOL LIBRARY MEDIA SPECIALIST
JOB DESCRIPTION

POSITION PURPOSE: To provide the leadership and expertise required to ensure that the Henry Sibley High School library media program is aligned with the mission, goals, and objectives of the school and is an integral component of the school’s instructional program.

GENERAL RESPONSIBILITIES: Create a school “learning commons” by developing and administering an integrated school library media program. Instruct students and staff in effective use of the media center, information and technology literacy skills, and use of equipment. Evaluate, select and procure print and digital resources and related equipment. Develop policies and procedures to ensure efficient operation, services, and facility use for a 21\textsuperscript{st} century school library media program. Implement a results-oriented information and technology literacy skills curriculum integrated with subject area curriculum through partnerships with teachers. Provide leadership and guidance for effectively integrating technologies with instruction to create 21\textsuperscript{st} century instructional strategies. Develop knowledge of curriculum in all subject areas. Instruct teachers, administrators, and other staff in the use of new information technologies. Recommend and procure resources for staff for use in meeting their instructional objectives.

REQUIRED QUALIFICATIONS: Valid Minnesota teaching license and school library media licensure

REPORTS TO: Henry Sibley Adminstration

SUPERVISES: Henry Sibley IMC

DESIRED QUALIFICATIONS:

- Experience with instruction on information and technology literacy skills, including the research process
- Experience in evaluating and selecting print and digital resources
- Expertise in basic technology, including computer operation, productivity software, and basic network knowledge
- Communication skills, including the ability to proactively collaborate with students and staff
- Knowledge of instructional methods, strategies, and pedagogy
- Knowledge of curriculum development processes and learning theories
- Understanding of student growth and development
- Leadership, organizational, and budget management skills
• Ability to successfully interact with students and staff from various disciplines and with differing skill levels
• Familiarity with national and state standards for information and technology literacy, including the International Society for Technology in Education (ISTE), Minnesota Education Media Organization (MEMO), and American Association of School Librarians (AASL) standards.
• Knowledgeable about the use of Web 2.0 tools for instruction.

POSITION GOALS:

1. To ensure staff are effective users of information, ideas, and effective users of technology for instruction.
2. To empower students to be critical thinkers, enthusiastic readers, skillful researchers, and discerning, technologically literate, ethical users of information.
3. To instill a love of lifelong learning in all students.
4. To ensure equitable access to information and learning resources.
5. To collaborate with teachers and specialists to design and implement lessons and instructional units.
6. To collaborate with teachers and specialists to assess student learning and instructional effectiveness.

TASKS

1. Develop a school library media program that addresses 21st century skills, including life and career development, learning and innovation, and information, media, and technology literacy.
2. Create and maintain a school library center that provides a teaching and learning environment that is inviting, safe, readily accessible, and conducive to student learning.
3. Actively promote reading, information literacy skills, and information resource use through activities including book clubs, reading programs, reading initiatives, and other special events.
4. Instruct students and staff in information and technology literacy skills, including reading for understanding, the research process, engaging inquiry, collaboration, critical thinking, developing multiple literacies, and understanding copyright, fair use, and licensing of intellectual property.
5. Cooperate and network with other libraries, librarians, and agencies to provide expanded access to resources for students and teachers.
6. Develop policies and procedures that ensure maximum accessibility, efficient operation, effective services and facility use. This includes policies and procedures for physical access, electronic access, selection, acquisition, circulation, resource sharing, and materials challenges.
7. Establish annual and long-term measurable goals for the school library media program that are aligned with the district and school mission and objectives.
8. Lead colleagues through participation on decision-making and curriculum development teams.
9. Lead colleagues through staff development programs that incorporate best practices in the use of information resources, multi-media technology applications, and online learning.

10. Work as an instructional partner by collaborating with teaching staff in preparing and delivering lessons that incorporate effective use of information resources and build information literacy and reading skills.

11. Take an active role in school improvement and accreditation activities.

12. Facilitate the development of a career and post secondary center that includes multi-media learning space.

13. Develop and maintain a collection of resources appropriate to the curriculum, students, and teaching and learning styles inherent within the school community.

14. Implement and maintain automated catalog, circulation system, and textbook check-out services, including student obligations and responsibilities for materials.

15. Prepare a program budget that supports the school library media program goals.

16. Collect and analyze data to periodically evaluate the school library media program for continuous improvement against measurable goals and communicate program results with administrators, staff, and the community.

17. Supervise and evaluate support staff, which may include educational media assistants, computer education assistants, paraprofessionals, and student assistants.

18. Maintain frequent and timely communication with stakeholders through an effective online school library media program presence and other formats such as presentations, e-mail, newsletters, reports, and articles.