

# Wauconda Community Unit School District #118

**TITLE:** SCHOOL LIBRARY MEDIA SPECIALIST

**QUALIFICATIONS:** Bachelor's Degree  
Professional Educator License with Library Information  
Specialist endorsement(s) and/or Media endorsement

**REPORT TO:** Building Principal

**CONTRACT:** 180 days plus 2 per diem days

**SALARY:** Teacher's Salary Schedule

**JOB DESCRIPTION:** The Media Specialist ensures that students are effective users of information and ideas by providing intellectual and physical access to materials in all formats, and by providing instruction to foster competence and stimulate interest in reading, viewing, and using information and ideas.

## *Primary Responsibilities:*

### **1. Learning and Teaching**

- a. Performs the duties of information specialist, teacher, and instructional consultant as a specialist in learning resources and strategies; information location, evaluation and use; and the design of instruction.
- b. Serves on committees involved with designing learning activities for students and/or curricular revision.
- c. Utilizes current research and methods in technology, teaching, learning, and library and information science.
- d. Collaborates with teachers to integrate research, information retrieval skills, and literature appreciation into the curriculum.
- e. Collaborates with teachers in developing activities that stress interdisciplinary strategies.
- f. Assist teachers and students in using information resources and incorporating information skills into classroom curriculum.
- g. Exercises leadership and serves as a catalyst in the instructional program, including teaching and assisting in the computer lab as required or directed by the principal, providing various services to students and staff.

# Wauconda Community Unit School District #118

Page Two - School Library Media Specialist

- h. Uses a variety of materials and activities to stimulate and maximize learning to help students achieve educational and personal goals.

## **2. Information Access**

- a. Selects materials and technology that support the school's educational philosophy and curriculum.
- b. Creates and maintains a collection development process which includes such aspects as maintaining accurate and current catalogs and records, weeding, and inventories.
- c. Provides access to materials and information for both students and staff by adhering to established policies, laws (including copyright laws), principles of intellectual freedom, and ethical behavior.
- d. Selects and provides resources and technologies needed to integrate and produce authentic learning experiences.

## **3. Program Administration**

- a. Develops short and long-range goals that guide the development of the library media program.
- b. Promotes the library media program, services, and its materials by maintaining a positive relationship with students, staff, and community.
- c. Develops and implements policies and procedures of flexible access for staff and students.
- d. Works with administration and staff to implement a technologically advanced facility and program.
- e. Evaluates library media programs, services, facilities, and materials to ensure optimum use.
- f. Submits all reports accurately and promptly.
- g. Prepares and oversees a library media program budget that reflects the needs of the entire school community.

# Wauconda Community Unit School District #118

## Page Three - School Library Media Specialist

- h. Select, trains, and supervises clerical support, student assistant, and adult volunteers to perform duties efficiently.
- i. Maintains and enhances professional knowledge in trends and technology in information science by participating in various professional organizations and activities that relate to the library media programs and technology.
- j. Other duties as assigned.