# LIBRARY MEDIA SPECIALIST

**QUALIFICATIONS:**

1. Valid certification as a Librarian or Library/Media Specialist (Endorsement 440).
2. Bachelor's degree from an accredited college or university in education discipline applicable to assignment.
3. Master's degree preferred.
4. Successful prior teaching experience for the appropriate grade level preferred.

**REPORTS TO:** School Principal

**JOB GOAL:** Under the general supervision of the principal, to assist students and teaching staff with an enriching library and media center environment with a wide range of reading and other educational materials. Responsible for maintaining the library collection at the school site and developing appropriate programs for students utilizing library resources. Also responsible for instructing students and others on the proper use of library resources.

**TYPICAL DUTIES AND RESPONSIBILITIES:** Such duties and responsibilities as may be assigned, including but not limited to:

1. Operates and supervises the media center.
2. Evaluates, selects, and requisitions appropriate books, aids, and other supplies and equipment and maintains inventory records.
3. Assists students in evaluating their aptitudes and abilities through the interpretation of individual standardized test scores and other pertinent data, and works with students in developing education and occupation plans consistent with such evaluation.
4. Coordinates with administrators and other teaching staff members to assist in the selection of books and other instructional materials, and keeps students and teaching staff informed regarding new acquisitions for use in the media center.
5. Serves as an available resource for students to provide research assistance.
6. Maintains a comprehensive and efficient system for cataloging all media center materials, and assists students and teachers with the use of the system.
7. Coordinates the system of lending library materials to students and teachers.
8. Continues to acquire professional knowledge and learn of current developments in the educational field by attending seminars, workshops, or professional meetings and by conducting self-directed research.
9. Organizes and maintains a system for accurate and complete record-keeping and provides student information to prospective colleges and employers, as required by district procedures and applicable laws.

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10. Encourages parental involvement in students' education and ensures effective communication with students and parents.
11. Ensures that student conduct conforms to the school's standards and school district policies, and establishes and maintains standards of student behavior needed to achieve a functional learning atmosphere in the media center.
12. Participates in lessons with classroom teachers.
13. Develops and arranges media center displays.
14. Assists with the preparation and administration of the media center budget.
15. Trains and supervises media center support employees.
16. Performs other related tasks as assigned by the Principal and other central office administrators as designated by the Superintendent.
17. Demonstrates prompt and regular attendance.
18. Supports the Meridian Public School District Mission, Vision, and Strategic Plan.

**TERMS OF EMPLOYMENT:** Salary based on assigned teacher pay schedule, reporting eight hours per day for 187 days per year.

**EVALUATION**: Annually