

Certified Staff Job Description
Regional School District 15
Serving the Communities of Middlebury & Southbury, Connecticut

Library Media Specialist
(April 2014)

Resources: American Association of School Librarians

General Job Description Summary

According to the American Association of School Librarians, "Today's school librarian works with both students and teachers to facilitate access to information in a wide variety of formats, instruct students and teachers how to acquire, evaluate and use information and the technology needed in this process, and introduces children and young adults to literature and other resources to broaden their horizons." The Library Media Specialist demonstrates a love of reading and embraces the world of information remaining knowledgeable about books and authors and new literacy's. The Library Media Specialist instructs students in the skills necessary to think critically about information and to communicate new learning in a variety of formats. The role of the Library Media Specialist is to collaborate with others, serving as a change agent and leader, to create a foundation for students to be effective users of ideas and information to ensure independent lifelong learning.

QUALIFICATIONS:

Education level-

Bachelors Degree
Masters Degree in Library Science

Certification-

Valid teacher certificate State of Connecticut
ALTLMS Advanced Alternative Program for Certification of Library Media
Specialist from the Connecticut State Department of Education k-12

Experience-

At least 3 years of successful teaching experience - preferred

Other Requirements-

Technological expertise in electronic information resources
Demonstrates skills of collaboration and leadership
Program Administrator of Library Automation System

SUPERVISED BY:

Building Principal or administrative designee

WORK IN COLLABORATION WITH:

Assistant Superintendent
Director of Technology
Building Technology Teacher
Coordinator of District Library Media Specialist

Responsibilities

Leadership

The school librarian is an excellent communicator who instills enthusiasm in others by making them feel that they are important members of a team. Strong leaders foster an environment of creativity, innovation, and openness to new ideas, welcoming and encouraging input from others to create consensus. Collaboratively plans instructional units incorporating content-area and information /skill objectives.

- Offers faculty in-service sessions in the areas of information literacy and electronic and online resources
- Informs teachers, students, and administrators about the arrival of new material
- Assists teachers in finding materials to support content-areas instruction as well as professional growth
- Consults with teachers about students' needs and weaknesses and offers developmentally appropriate resources
- Serves as a resource person to administrators, teachers, parents, and students
- Provides leadership in the integration of information technology into all areas of the curriculum
- Encourages the use of instructional technology to engage students and to improve learning, providing 24/7 access to digital information resources for the entire learning community
- Collects and analyzes data to improve instruction and to demonstrate correlations between the library program and student achievement

Instructional Partner

As an instructional partner the library media specialist works with teachers and other educators to build and strengthen connections between student information and research needs, curricular content, learning outcomes, and information resources.

- participates in the curriculum development process at both the building and district level to ensure that the curricula include the full range of literacy skills (information, media, visual, digital, and technological literacy) necessary to meet content standards and to develop lifelong learners
- collaborates with teachers and students to design and teach engaging inquiry and learning experiences (including instruction in the location, extraction, organization, and synthesis of information, research strategies, use of resources and equipment)and assessments that incorporate multiple literacy's and foster critical thinking
- participates in the implementation of collaboratively planned learning experiences by providing group and individual instruction, assessing student progress, and evaluating activities

- joins with teachers and others to plan and implement meaningful experiences that will promote a love of reading and lifelong learning
- provides and plans professional development opportunities within the school and district for and with all staff, including other school library media specialists
- reviews the Responsible Use of Technology expectations with students and staff

Information Specialist

As information specialist, the school librarian provides leadership and expertise in the selection, acquisition, evaluation, and organization of information resources and technologies in all formats, as well as expertise in the ethical use of information.

- remains current regarding instructional technology and digital tools to support learning and models effective strategies for developing multiple literacy's
- evaluates, promotes, and uses existing and emerging technologies to support teaching and learning,
- supplements school resources, connect the school with the global learning community, communicate with students and teachers, and provide 24/7 access to library services
- provides guidance in software and hardware evaluation, and develops processes for such evaluation
- understands copyright, fair use, and licensing of intellectual property, and assists both teachers and students with their understanding and observance of the same
- organizes the collection for maximum and effective use

Teacher

As a teacher, the school librarian empowers students to become critical thinkers, enthusiastic readers, skillful researchers, and ethical users of information.

- reads for understanding, for exposure to diversity of viewpoints and genres, and for pleasure
- promotes the delivery of new learning in innovative ways through diverse perspectives, multimedia products, and personal expression
- uses information for defined and self-defined purposes mindful of his/her role as a global citizen
- models an evolving schemata building on prior knowledge and constructing new knowledge
- embraces the world of information and all its formats
- embraces problem-solving as a natural part of the learning process and resiliency as a necessary attribute of the learner

- works with peers in successful collaboration for learning
- constructively assesses their own learning and the work of their peers

Program Administrator

Maintains an efficient system of classifying, cataloging, and circulating all library materials; instructs staff and students in the use of the library automation system and keeps records of student use, circulation purchases, and lost print material.

- generates evidence in practice that demonstrates efficacy and relevance of the school library instructional program
- conducts ongoing action research and evaluation that creates data that is used to inform continuous program improvement
- Supervises library paraprofessionals, and adult and student volunteers
- Prepares and administers the library budget, keeping records of all expenditures
- Develops a balanced collection representative of diverse points of view and conscious of our pluralistic society in accordance with the district material-selection policy
- In cooperation with parents, teachers, students, administrators, and community members, plans, arranges, administers, operates, and supervises the library for efficient operation and service
- Participates in curriculum development and implementation
- Maintains positive relationships with public librarians and other community organizations
- Collaborates with classroom teachers to schedule flexible classes to provide integrated instruction in information literacy skills into content-area curriculum
- Evaluates the library collection, weeds obsolete and worn out materials replacing as needed with timely print or digital alternatives, and updates inventory records
- Displays material to promote literacy and inquiry
- Creates an environment that fosters use by students, staff and community