

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

Library Media Specialist
(June 2021)

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 preferred

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:

- Director for Fine, Applied and Technical Arts

Work in Collaboration With:

- Assistant Superintendent
- Director of Fine, Applied and Technical Arts
- Building Principal

Responsibilities:

Leadership

In the area of Leadership, the Library Media Specialist:

- 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
- Attends department meetings with the Director of Fine, Applied and Technical Arts and the Instructional Teacher Leader

Instructional Partner

As an instructional partner, the Library Media Specialist:

- Works with teachers and others to identify links across student information needs, curricular content, learning outcomes, and a wide variety of print, non-print, and electronic information resources.
- Collaborates with teachers 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.
- Collaborates 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 Acceptable Use of Technology expectations with students and staff

- Guide students in developing the full range of information and communication abilities.
- Works closely with teachers to design tasks and assessments and integrating the information and communication abilities required to meet content standards.

Information Specialist

As information specialist, the Library Media Specialist:

- Evaluates, promotes, and uses existing and emerging technologies to support teaching and learning, and models effective strategies for developing multiple literacies.
- 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 leadership and expertise in acquiring and evaluating information resources in all formats.
- 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 Library Media Specialist:

- Collaborates with students, staff, and other members of the learning community to determine learning and information needs.
- Embraces the world of information in all its formats and promotes the delivery of new information in innovative ways through diverse perspectives, multimedia products, and personal expression.
- Knowledgeable about current research and findings on teaching and learning and is able to apply the findings to a variety of situations including those where students have to access, evaluate, and use information from multiple sources in order to learn, to think, and to create and apply new knowledge.
- 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 which includes constructively assessing their own learning and the work of their peers.
- Locates and uses materials to meet the needs of the community.
- Constantly updates personal skills and knowledge in order to work effectively with teachers, administrators and other staff-both to expand their general understanding of information issues and to provide them with specific opportunities to develop sophisticated skills in information literacy, including the uses of informational technology.

Program Manager

As a Program Manager, the Library Media Specialist:

- 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 that is inclusive and representative of diverse points of view and conscious of our pluralistic society.
- 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 when needed.
- 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, inquiry, diversity, and inclusion.
- Creates an environment that fosters use by students, staff and community.