

TIMBERLANE REGIONAL SCHOOL DISTRICT- SAU #106

POSITION TITLE: Library Media Specialist cc361, 102, 2071, 806, 1341, 154

Date: 4/5/2024

Reports to: Building Principal

Supervises: Yes

Affiliated Position: TTA

Terms of Employment: Full Time 187 Days Exempt

SCOPE:

Oversee the Library Media Center. Plan and establish an enriched media environment containing a wide variety of materials, technologies, and services that will foster and promote intellectual growth. Aide all students and staff in acquiring the skills needed to take full advantage of media resources available and to become independent life-long learners.

POSITION DUTIES AND RESPONSIBILITIES:

- Teaches media literacy skills in the retrieval, evaluation, and utilization of information to enable students to become independent learners.
- Integrates library/media skills instruction with the curriculum.
- Teaches the principles of research, including the identification of authorities in various disciplines, at various grade levels.
- Instructs students and staff in equipment operation.
- Assesses the informational and instructional needs of students and teachers based on the established curriculum.
- Develops procedures that assure optimum use of materials, equipment, facilities, and staff to support the curriculum. Provides specific information and resources in response to reference requests and to recommend resources that support the curriculum.
- Trains, supervises, and evaluates support staff, volunteers, and student helpers.
- Adheres to federal and state laws pertaining to media including those regarding copyright, privacy, and access to materials.
- Prepares statistical records and written reports.
- Assesses, and implements the use of new technologies for library media center management, educational applications, and information retrieval.
- Develops selection policies that reflect curricular and instructional objectives, and informational and recreational needs of students and teachers.
- Develops criteria for evaluating and selecting specific print and non-print materials and equipment.
- Develops a collection of bibliographic aids, tools, and other sources to obtain current reviews and information about materials and equipment.
- Develops and implements procedures for preview, evaluation, selection and acquisition of materials and equipment consistent with the district policy.
- Manually and electronically classifies and catalogs all print and non-print media according to professionally accepted systems.
- Organizes and maintains a current catalog and shelf list of all media.
- Participates in the continual development of the curriculum.
- Maintains confidentiality of information.
- Must comply with all Timberlane School District policy and building / department rules, procedures, practices, and objectives.

- Performs all duties in a professional and appropriate manner while interacting with students, parents, faculty, administration, and co-workers.
- Performs other tasks and assumes other responsibilities as assigned by their supervisor.

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor’s Degree

Necessary Knowledge, Skills, and Abilities:

- Knowledge of a wide variety of library and media resources
- Ability to effectively communicate information both orally and in written form and to a diverse group.
- Ability to plan and manage budgets based on needs and resources available.
- Ability to effectively teach students and encourage them to grow intellectually.
- Knowledge of technology and ability to effectively utilize technology in managing the center.
- Knowledge of current standards regarding student literacy
- Ability to collaborate with professionals, parents, and community.

LICENSURE AND CERTIFICATION REQUIREMENTS:

Valid NH Department of Education certification, Endorsement as a Library Media Specialist, or Statement of Eligibility for such certification

PHYSICAL ACTIVITY REQUIREMENTS:

Primary Physical Requirements:

(Not, Rarely, Occasionally, or Frequently Required)

1. Lift up to 10 lbs.:	Frequently required
2. Lift 11 to 25 lbs.:	Occasionally required
3. Lift 25 to 50 lbs.:	Rarely required
4. Lift over 50 lbs.:	Not required
5. Carry up to 10 lbs.:	Frequently required
6. Carry 11 to 25 lbs.:	Occasionally required
7. Carry 26 to 50 lbs.:	Rarely required
8. Carry over 50 lbs.:	Not required
9. Reach above shoulder height:	Frequently required
10. Reach at shoulder height:	Frequently required
11. Reach below shoulder height:	Frequently required
12. Push/Pull:	Occasionally required

Hand Manipulation:

(Not, Rarely, Occasionally, or Frequently Required)

1. Grasping:	Frequently required
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2. Handling:	Frequently required
3. Torquing:	Rarely required
4. Fingering:	Frequently required
5. Controls and Equipment:	General office and library equipment, Computer, telephone, copier, 2-way radio

Other Physical Consideration:

(Not, Rarely, Occasionally, or Frequently Required)

1. Twisting:	Frequently required
2. Bending:	Frequently required
3. Crawling:	Rarely required
4. Squatting:	Occasionally required
5. Kneeling:	Occasionally required
6. Crouching:	Occasionally required
7. Climbing:	Rarely required
8. Balancing:	Rarely required

Cognitive and Sensory Requirement(s):

1. Talking	Necessary for communicating with others.
2. Hearing	Necessary for receiving instructions and inquiries.
3. Sight	Necessary for doing job effectively and correctly.
4. Tasting and Smelling	Not required

Summary of Occupational Exposures: Classroom and library environments. Occasional physical contact with children including physical contact needed for restraint of children. Possible exposure to bodily fluids.

Applicants will be subjected to a criminal background check required by state law.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

**External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.*