

WILKINSBURG SCHOOL DISTRICT

718 Wallace Avenue, Wilkinsburg, PA 15221

ELEMENTARY LIBRARIAN & MEDIA SPECIALIST

Job Description

ABOUT THE DISTRICT:

The Wilkinsburg School District is a small, urban public school district serving approximately 1,000 students. The district operates two elementary schools, offering education from Pre-Kindergarten through Sixth Grade. Through an educational partnership, students in grades 7–12 attend Pittsburgh Public Schools, gaining access to expanded academic programs, extracurricular activities, and support services. The Wilkinsburg School District is dedicated to advancing academic excellence and promoting the social and emotional well-being of all its students.

POSITION DESCRIPTION:

The Elementary Librarian and Media Specialist serves as an instructional partner, literacy leader, and steward of the District's library and media resources. The position provides direct library and media instruction to students in Pre-Kindergarten through Grade 6, delivering developmentally appropriate lessons that build a strong foundation in literacy, research, information literacy, digital citizenship, media literacy, and responsible technology use. The Elementary Librarian and Media Specialist collaborates with classroom teachers to integrate library, literacy, research, technology, and media skills across the curriculum and to foster a culture of reading, inquiry, creativity, and lifelong learning. The position is responsible for developing and maintaining high-quality library collections and resources, providing engaging student programming, supporting educators with instructional resources, and ensuring an inclusive, welcoming, and accessible library environment that meets the evolving needs of students and staff.

The Elementary Librarian & Media Specialist is a member of the Wilkinsburg Education Association (WEA) and is subject to the conditions of employment as outlined in the negotiated contract. The position reports directly to the building principals.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Instruction and Information Literacy

- a. Design and deliver engaging, standards-based instruction in information literacy, research skills, digital literacy, media literacy, and responsible technology use.
- b. Collaborate with classroom teachers to align library and media instruction with District curriculum, Pennsylvania standards, and grade-level learning objectives.
- c. Teach students to effectively locate, evaluate, select, use, and communicate information from print and digital sources.
- d. Develop students' research, critical thinking, problem-solving, and communication skills through inquiry-based learning experiences.
- e. Differentiate instruction to meet diverse student needs and provide individualized and small-group support.

2. Literacy and Reading Development

- a. Promote a culture of reading by providing students with access to high-quality, diverse, age-appropriate literature and informational texts.

- b. Support the development of independent reading habits, reading engagement, and lifelong learning.
 - c. Collaborate with classroom teachers to support literacy instruction and connect students with texts that complement classroom learning.
 - d. Provide recommendations and opportunities that encourage students to explore a variety of genres, authors, cultures, perspectives, and formats.
 - e. Coordinate reading initiatives, book clubs, author visits, and other activities that promote literacy and student engagement.
- 3. Library Collection and Resource Management**
- a. Develop, maintain, and evaluate a current, diverse, and accessible library collection aligned with curriculum, student interests, and District priorities.
 - b. Select and acquire print, digital, multimedia, and instructional resources that support teaching and learning.
 - c. Regularly evaluate the collection for relevance, accuracy, age-appropriateness, representation, accessibility, and curricular alignment.
 - d. Manage library inventory, materials, technology, and resources responsibly and within established budgets.
 - e. Establish systems that ensure students and staff can efficiently access library and digital resources.
- 4. Media, Technology, and Digital Citizenship**
- a. Teach students responsible, ethical, and effective use of digital information, technology, media, and online resources.
 - b. Provide instruction in digital citizenship, online safety, copyright, plagiarism, privacy, and appropriate use of artificial intelligence and digital tools.
 - c. Support students in evaluating the credibility, accuracy, bias, and relevance of information and media.
 - d. Collaborate with teachers and staff to identify and utilize digital resources that enhance instruction and student learning.
 - e. Support the effective use of library technology, databases, digital platforms, and other media resources.
- 5. Instructional Collaboration and Support**
- a. Collaborate with teachers and staff to design interdisciplinary learning experiences that integrate research, literacy, technology, and media skills across content areas.
 - b. Provide resources, instructional materials, and professional support to faculty to enhance teaching and learning.
 - c. Support curriculum development and instructional planning through the identification of high-quality texts, databases, media, and other resources.
 - d. Participate in professional learning and remain current with trends and best practices in school librarianship, literacy, educational technology, and media literacy.
- 6. Student Engagement and Community Partnerships**
- a. Create an inviting, inclusive, and student-centered library environment that encourages exploration, curiosity, creativity, and lifelong learning.
 - b. Develop programming that connects students with authors, community organizations, libraries, museums, and other literacy and educational partners.
 - c. Coordinate special events and initiatives, including book fairs, reading challenges, author visits, library celebrations, and family literacy activities.
 - d. Promote student use of the library as a space for collaboration, inquiry, creativity, and independent learning.
 - e. Communicate regularly with families regarding library programming, reading opportunities, and available resources.
- 7. Other duties as assigned by the Principals and/or Superintendent.**

EDUCATION AND EXPERIENCE:

1. A Bachelor's degree in Education, Library Science, Information Science, Teaching, or a related field and a valid Pennsylvania teaching certificate with eligibility for library/media instruction for

Pre-Kindergarten through Grade 6 is required; a Master's degree in Library Science, Education, or a related field is preferred.

2. Demonstrated expertise in children's literature, information literacy, research skills, digital literacy, media literacy, and the integration of technology into instruction.
3. Demonstrated knowledge of Pennsylvania Academic Standards, Pennsylvania Core Standards, American Association of School Librarians National School Library Standards, and other relevant standards related to literacy, information literacy, digital citizenship, research, and technology.
4. Ability to gain all clearances and requirements set forth by federal, state, and local regulations
5. Any addition to the above qualifications/skills as determined by the Board of School Directors/Superintendent

Applicants must submit their application materials through the online application system at the following link:

<https://www.applitrack.com/wilkinsburgschools/onlineapp/JobPostings/view.asp?FromAdmin=true&AppliTrackJobId=322>

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. This job description is not intended to be all-inclusive. Employees may perform other related duties as negotiated to meet the ongoing needs of the school district.

The Wilkinsburg School District is an Equal Opportunity Employer

