Library Media Specialist or Media Specialist

Williston School District #7

Job Title: Library Media Specialist or Media Specialist

FLSA:

Reports to: Building Principal and Media Director

Job Summary:

The Williston School Media Specialist provides dynamic leadership and expertise that supports the mission, goals, and vision of WBSD7. As an integral component of the school's instructional program, the LMS takes thoughtful initiative in a collaborative setting, is independent, creative, and someone who can design and develop library programs that inspire curiosity, inquiry and a life-long love of reading.

The school library media specialist provides instruction and leadership in ensuring that students and staff are effective users of ideas and information to facilitate creation of new knowledge both individually and collaboratively. The school library media specialist empowers students to be curious, creative and critical thinkers, enthusiastic readers, skillful researchers, and ethical users of information and technology. The school library media specialist oversees all school library operations, including creating and maintaining an inviting, productive, and comfortable learning environment. Teaching in the library is a professional task. Just as other curricula (art, music, physical education) are taught by a licensed professional teacher in that area, so the library curriculum is taught by a licensed professional teacher librarian.

Essential Duties and Responsibilities:

- Design, innovate, coordinate and lead in a learning space/learning commons/makerspace environment to engage and empower student learners.
- Implement makerspace/STEM activities that integrate with the classroom curriculum.
- Ensure equitable access to both physical and digital resources.
- Promote flexible access to the library's resources and program during the school day and beyond.
- Instruct students and staff in effective use of the media center and equipment.
- Develop and implement comprehensive library lessons that address 21st century skills.
- Instruct students and staff in information and technology literacy skills, including reading
 for understanding, the research process, engaging inquiry, collaboration, critical
 thinking, developing multiple literacies, and understanding copyright, fair use, and
 licensing of intellectual property.
 - ND Library Media standards and ND Computer and Cyber Security standards have specific standards per grade level. Use these to design lesson plans.
 - Be proactive and innovative (digital breakout, video instruction) in finding time to deliver these lessons. May not be traditional classroom teaching.
- Locate, evaluate, and recommend quality content aligned to curriculum.
 - Proactively recommend and procure resources for staff for use in meeting their instructional objectives.
- Collaborate with educators to integrate information literacy and innovative practices
 - Work side-by-side with teachers from planning, to delivery of instruction, to assessment, to reflection.

- Maintain the school library website. Keep it up to date and relevant.
- Maintain frequent and timely communication with stakeholders and promote library programs/events through an effective school library media program presence.
- Oversee the maintenance of the library's collection (print and online), including circulation, collection development, inventory, and evaluation.
 - Ensure the library collection represents a diverse and multicultural range of authors and topics.
- Actively promote reading through activities including book clubs, author visits, reading programs, reading initiatives, displays, and other special events.
- Support, enable, and promote access for all students.
- Match students with tools to discover reading material. (Book Lists, Reading Levels, Genre websites)
- Understand the needs of and enjoy working with diverse students
- Establish annual and long-term measurable goals for the school library media program that are aligned with the district and school mission and objectives.
- Proactively build learning experiences for staff.
 Lead colleagues in staff development programs that incorporate best practices in the use of information resources, technology applications, and online learning.
- Participate in all mandatory library training and training appropriate to the position as required by the district.
- Take an active role in school improvement and accreditation activities.
- Cooperate and network with other libraries, librarians, and agencies to provide expanded access to resources for students and teachers.
- Belong to appropriate professional organizations. (NDLA, ALA, AASL, ISTE)
 Attend and volunteer time/present topics at state or national conferences or attend library/technology specific workshops once a year.

Teaching

- <u>Teaches and assesses Essential Learning Outcomes aligned with North Dakota State Library Media Standards and Computer Science Cybersecurity Standards.</u>
- Develops lesson plans to provide students with group and individual instruction and resources that meet diverse learning needs, reflect current information pursuits, and incorporate changes in technology and education.
- Translates lesson plans into developmentally appropriate learning experiences using a
 variety of instructional techniques, through individual and small group instruction,
 adapting to the needs of each pupil.
- Guides the learning process toward the achievement of curriculum and learning goals, establishing clear objectives for all lessons, units, and projects, aligning lesson tasks with learning targets and communicating these objectives to students.
- <u>Instructs students in ethical and social responsibility regarding intellectual property, equipment care, digital citizenship, and appropriate network use.</u>
- <u>Integrates and models reading strategies in interactions with students individually and</u> in groups.
- Keeps up to date sub notes/plans available.
- <u>Collaborates through Professional Learning Communities with district library media</u> specialists to evaluate student learning and adjust instruction to meet student needs.
- Provides input in developing Individual Education Plans, Individual Language Plans, and 504s as requested and implements strategies to support diverse student learners based

- on those plans.
- Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students that encourages active, participatory, and collaborative learning.
- Ensures a safe, pleasant, and effective educational atmosphere, provides discipline as necessary, and enforces school policy.
- •Establishes and maintains standards of classroom behavior in collaboration with building principal and other staff to help ensure safety and positive school climate.
- Creates an environment for learning through functional and attractive displays, interest centers, and exhibits of student work.
- Collaborates with educators to design, implement, and evaluate engaging learning experiences requiring students to use critical thinking skills, communicate, work collaboratively, and develop knowledge, using appropriate tools and resources.
- Instructs students and educators in using diverse tools, resources, and technologies to interpret, evaluate, and create information, including multimedia.
- Promotes reading across the curriculum by developing and implementing activities that motivate students to read, write, and communicate effectively.
- Provides instructional assistance to staff and students in the use and integration of instructional technology resources.
- Engages in curricular leadership in the school through participation in school and district committees and staff development.
- Communicates with supervisors, colleagues, students, and families by means of newsletters, notes, and sharing of learning experiences.
- Plans and coordinates the work of paras, parents, and volunteers in the library classroom.
- Continues to develop own professional practice through participation in professional organizations, attending professional development activities, and engaging professional learning networks.
- Participates in all mandatory training or training appropriate to the position as required by the district.

Supervisory Responsibilities: This position has no supervisory roles.

Job Requirements: Minimum Qualifications Skills, Knowledge and Abilities

SKILLS:

Experience in evaluating and selecting print and digital resources with a commitment to equity and inclusion. Experience with instruction on information and technology literacy skills, including the research process. Excellent communication skills, including the ability to proactively collaborate with students, faculty, and parents. Leadership, organizational, and budget management skills.

Helps plan and implement staff development, especially efforts involved with improving reading, use of the digital catalog and online databases, copyright, inquiry-based approaches, research, and the integration of technology. Promotes library programs, services and resources through a wide range of communication formats and strategies to all stakeholders (e.g., students, teachers, admin, families). Ensures equitable access to both physical and digital resources.

Manage Resources, Facilities, Budgets and Services: Manages the building library budget Develops, organizes, maintains and circulates a current, well-balanced, high-quality collection with guidance from the district selection policy. Evaluates, selects and orders age-appropriate,

reviewed sources that support or enrich the curriculum and personal reading goals of the district and building. Maintains the currency of the collection by weeding obsolete resources. Provides access to materials and expertise in physical and digital forms to support curricular needs, personal interests of students, and diverse points of view. Manages catalog information to align with district procedures. Trains and leads media assistants in catalog management, technology, resource management, and student support.

TECHNOLOGY SKILLS:

Expertise in basic technology, including computer operation, productivity software, and basic network knowledge.

KNOWLEDGE:

Strong knowledge of content areas, teaching methods, learning styles and educational research related to middle high school learners and readers.

An understanding of the scope and the sequence of ND Library and Technology. Content Standards and ND Computer and Cyber Security Standards. Willing to obtain certification in Computer and Cyber Security from NDDPI.

EDUCATION and/or EXPERIENCE:

Valid North Dakota teaching license. School library media certificate (or be willing to obtain)

Minimum 2 years teaching experience.
Bachelor's degree, ND Teaching License, K-12 media certification (LM02) or willingness to file plan of study to complete.
ABILITY:
RESPONSIBILITY:
PHYSICAL DEMANDS:
WORK ENVIRONMENT:

TERMS OF EMPLOYMENT:	
Employee Signature	 Date