

**MSAD #28  
JOB DESCRIPTION**

**LIBRARY MEDIA SPECIALISTS PK-8**

**QUALIFICATIONS:**

1. Library/Media Specialist certification as required by the State Department of Education

**DESIRED QUALIFICATIONS:**

1. Master's Degree in Education and/or Library Science
2. Experience developing a modern, relevant collection of library resources and promoting and organizing it to maximize its use.
3. Experience working with technology in an educational setting.
4. Desire to work in a team environment, including excellent skills in communication and collaboration, with all members of the learning community.

**REPORTS TO:** Building Administrators

**JOB GOAL:** To maintain a welcoming, efficient library/media center that is readily accessible to the students and staff of the school and develop the collection in accordance with the needs of students, the school curriculum and District policy.

**PERFORMANCE RESPONSIBILITIES:**

1. Ensures library media services support goals of district strategic plan.
2. Initiates and maintains formal and informal contacts with building administrators to develop and evaluate library media programs, facilities and materials.
3. Promotes library resources and services to staff and students.
4. Establishes and maintains procedures, policies and systems for efficient library operation.
5. Trains and supervises the work done by any library personnel: staff, student helper or volunteer.
6. Develops a program for teaching information skills to all students, starting with lessons in library orientation. Instructs students on a formal and informal basis in skills related to the effective use of information, promoting life-long learning.
7. Collaborates with classroom educators to support learning objectives and to develop learning experiences.
8. Empowers learner success by guiding them to read for understanding, breadth, and pleasure.
9. Models and develops a commitment to respect equity, diversity and inclusion in collection development and within the learning community.
10. Keeps abreast of current literature and instructional strategies by reading journals, attending conferences and networking with other professionals.

11. Prepares financial plans for the Library Media Center, including an annual budget, wisely using allocated monies for resources and supplies deemed necessary for a successful program.
12. Develops and maintains flexible circulation, loan and use policies that ensure equity of access to users.
13. Arranges for flexible scheduling of facilities and collections to meet the needs of individuals, small groups and large groups for instruction, research, browsing, viewing, and recreational reading at the point of need.
14. Cooperates as a team member with the school staff in performing duties essential to efficient school operations.
15. Develops and maintains a teaching and learning environment that is inviting, safe, flexible, collaborative, inclusive, fun, and conducive to learning.

**LEGAL AND ETHICAL DUTIES:**

1. Maintains confidentiality about all aspects of student performance and written and oral records.
2. Demonstrates a respect for the legal and human rights of students, instructors, and other staff.
3. Follows health and safety procedures established by the District.
4. Arrives and departs punctually, notifying appropriate personnel about absences and coverage.
5. Demonstrates dependability, integrity, and other ethical standards.

To perform this job successfully, an individual must be able to perform each duty and responsibility satisfactorily. The responsibilities are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**ESSENTIAL FUNCTIONS:**

1. Ability to read, reason, and understand policies and procedures and related information and to follow verbal or demonstrated instructions.
2. Physical ability to perform all necessary upper and lower body movements.
3. Ability to hear, see, and speak.
4. Ability to do reaching, lifting, eye-hand coordination, sitting, and stooping.

**TERMS OF EMPLOYMENT:** Salary and work year determined by Teachers' Contract

**EVALUATION:** Performance of this job will be evaluated in accordance with this document and the District's Evaluation System.

**History:** Approved: 01/18/06

Approved: April 14, 2021