

Job Title: Library Media Specialist

Exemption Status/Test: Exempt/Professional

Reports to: Principal

Date Revised: 2021

Dept./School: Assigned Campus(es)

Pay Grade: TEA

Primary Purpose:

Direct the operation of the school library/media center and programs. Provide services and resources that allow students to develop skills in locating, evaluating, synthesizing, and using information to solve problems. Serve as teacher, materials expert, and curriculum adviser to ensure that library/media center is involved in instructional programs of the school. Serve as technological leader on campus by engaging learners using print and digital resources, collaborating with teachers to design engaging learning experiences, and integrating digital citizenship and information literacy skills into instruction.

Qualifications:

Education/Certification:

Master's degree from accredited college or university preferred
Valid Texas school librarian certificate or endorsement preferred
Valid teacher certification required

Special Knowledge/Skills/Abilities:

Knowledge of current library information science best practices
Proficiency in engaging learners in a variety of instructional strategies
Excellent public relations, organization, communication, and interpersonal skills
Google certified educator (Google certified trainer preferred)
Ability to use library and media center resources to conduct research
Ability to follow the district cataloging system
Ability to instruct and manage student behavior

Experience:

Three years teaching experience with evidence of instructional technology expertise required
Two years experience in library/media center in public school setting preferred

Major Responsibilities and Duties:

Instructional Support

1. Provide individual and group instruction for students and other library users and help them locate resources and use research techniques. Serve as an information resource for users of print and digital library/media center materials.
2. Reinforce reading instruction in cooperation with teachers. May read to small groups of students and listen to individual students read aloud.
3. Schedule and prepare materials and reserve collection for classroom instructional use.
4. Work with teachers to convey appropriate use of materials and help schedule materials for classroom instructional use. Encourage the appropriate use of video programming and other print and digital media for educational purposes.

5. Design, develop, and present staff development for teachers on the availability and use of campus and district learning resources.
6. Provide an environment that fosters connectedness so that all stakeholders are actively participating and positively engaged.
7. Monitor students and maintain appropriate student behavior and an orderly atmosphere. Manage student behavior in accordance with Student Code of Conduct and student handbook.

Library Program Management

8. Plan and implement an effective school library program that meets identified needs and create a library/media center environment that is conducive to learning and appropriate to the maturity level and interests of students.
9. Make recommendations for acquisitions and manage the processing, organizing, distribution, maintenance, and inventory of library/media resources.
10. Assist teachers in preparation of curriculum guides, lesson plans, and bibliographies.
11. Develop and maintain up-to-date resource files including instructional program schedules and other community resources.
12. Use appropriate and effective techniques to encourage community and parent involvement.
13. Develop and coordinate a continuing evaluation of the library/media center program and make changes based on the findings.

Digital Learning

14. Design and implement professional learning for instructional staff to facilitate student and parent engagement through the use of technology.
15. Provide a variety of relevant experiences to engage students, including technological, kinesthetic, visual, “hands-on” and project-based learning. Design learning experiences that encourage risk-taking, creativity, and innovation.
16. Integrate digital citizenship so that all stakeholders collaborate in an atmosphere of respect, integrity, sharing, trust and service. Utilize resources to create cross subject/course connections that result in globally literate students who can compete in an international marketplace.
17. Use relevant and innovative real-world applications to develop problem solving skills and address state readiness standards.

Administration and Inventory

18. Compile, budget and cost estimates based on documented program needs.
19. Compile, maintain, and file all reports, records, and other documents required.
20. Oversee library catalog. Process, organize, distribute, and maintain inventory of library/media center resources. Request and schedule use of materials from outside sources.

21. Direct or perform routine maintenance and repair books, magazines, materials, and equipment. Arrange for repair at outside facilities (e.g., bindery).

Other

22. Maintain confidentiality and comply with policies established by federal and state law, State Board of Education Rule, and Local Board Policy.
23. Demonstrate superior customer service with district staff, students, and community stakeholders.
24. Follow district safety protocols and emergency procedures.

Supervisory Responsibilities:

Monitor the work and issue work assignments to library aide(s), student aide(s), and volunteers.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including computer and peripherals; standard library equipment including imaging equipment; standard instructional equipment

Posture: Regular sitting, standing, kneeling, squatting, bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions; frequent keyboarding and use of mouse; regular overhead reaching; climbing ladders

Lifting: Frequent light lifting and carrying (under 15 pounds); occasional moderate lifting and carrying (15–44 pounds)

Environment: Work inside; work alone; exposure to biological and chemical hazards such as mold and dust

Mental Demands: Work with frequent interruption; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Name: _____

Employee Signature: _____ Date: _____