



MUNDELEIN HIGH SCHOOL

TITLE: LIBRARY INFORMATION SPECIALIST

QUALIFICATIONS:

1. Professional Educator License (PEL)
2. Must have endorsements in the appropriate content area and grade level

REPORTS TO: English Department Chair

JOB DESCRIPTION

JOB GOAL:

To partner with the teaching staff in the development of student literacy through the administration of the library media center program; to provide specialized instruction to students and staff; and to oversee the selection, organization, utilization and maintenance of library media resources.

PERFORMANCE RESPONSIBILITIES:

1. Collaborates with teachers to provide integrated instruction for students in information and technology literacy; assists students and staff in identifying appropriate resources for the achievement of student learning goals.
2. Provides training for staff in the use of information technologies and information literacy processes.
3. Works to ensure that integration of research and technology skills throughout the school's instructional program.
4. Promotes student and staff reading for information and pleasure; maintain a library culture that encourages appreciation of literature.
5. Develops and maintains a diversified library media collection to support curricular needs, the development of student literacy, and the interests of students.
6. Oversees the management of equipment, materials and facilities; manages the annual library budget needs; addresses district procedures and tools for circulation, cataloging, and processing.
7. Collaborates with teachers to integrate research, information retrieval skills, and literature appreciation into the curriculum
8. Supervise promotional activities, initiatives, and displays
9. Communicate Media Center news and information through appropriate outlets
10. Promotes literacy throughout each course

ADDITIONAL DUTIES:

Performs other tasks &/or duties related to job within the hours of the school day as assigned by administration.