

Poquoson City Public Schools
JOB DESCRIPTION

TITLE: Library Media Specialist

This position is X exempt or non-exempt

PRIMARY FUNCTION:

Responsible for the planning and delivery of instruction and media center services in a school.

MINIMUM QUALIFICATIONS:

- Holds a Master's Degree in Library Science and a professional license with a Library Media Specialist endorsement
- Demonstrates professional and personal characteristics necessary for working effectively with students, parents, school personnel, and members of the community
- Ability to move about school to monitor students and to work in classrooms with varied seating and desk organization patterns
- Ability to travel to more than one work location in the course of the day, if assigned to an itinerant position
- Possesses sufficient strength, agility, dexterity and mobility to carry out all performance responsibilities
- Ability to prepare required written reports
- Ability to monitor and ensure appropriate student behavior, including outdoor activity areas, gymnasiums, etc.
- Possesses high moral standards and integrity
- Competent in the use of instructional technology hardware and software, to include circulation software

PERFORMANCE RESPONSIBILITIES:

- Plans and prepares for instruction differentiated based on student needs
- Plans collaboratively with classroom teacher so that media center skills are taught in conjunction with curriculum related activities
- Provides instruction in the appropriate use of reference materials including citation of sources, copyright information, etc.
- Participates in the planning, development and implementation of curriculum programs
- Uses student instructional data to provide appropriate instruction, interventions and remediation, as needed
- Complies with state laws, School Board policies, and administrative regulations
- Establishes and maintains standards of student behavior needed for an orderly, productive media center and school
- Encourages the productive citizenship and respectful conduct of students
- Maintains accurate, complete records as required by law, district policy, and administrative regulation
- Demonstrates positive school-community relations
- Works cooperatively with colleagues, support staff, and administration
- Engages in professional growth activities and demonstrates professionalism
- Orders, processes, maintains and circulates print and non-print media center materials;
- Solicits input from faculty concerning the selection of new materials
- Consults review recommendations and sources lists to insure effective curriculum development
- Makes available lists, reviews, and catalogs for teachers to use in selecting and requesting materials which support their curriculum
- Prepares bibliographies and other materials on specific subjects for student and teacher use
- Publishes lists of new materials added to the media center collection on an ongoing basis
- Conducts training activities in the use of the media center materials, equipment and technology for teachers, students and volunteer personnel
- Maintains an inviting and pleasant environment that encourages maximum use of the media center by both students and faculty
- Provides a multiple media center experiences designed to help students develop varied interests
- Organizes, distributes, and promotes the effective use of media center equipment

- Makes minor repairs to books and audio-visual materials and equipment
- Weeds the media center collection, discarding and replacing worn or outdated articles as needed
- Conducts an end-of-the-year inventory of library materials and school equipment
- Maintains accurate, complete records and reports as required by law, district policy and administrative regulations
- Contributes to the total school program
- Performs other duties as assigned by school administrator

TERMS OF EMPLOYMENT: Teacher contract plus 10 days; Salary according to School Board Teacher Salary Scale

REPORTS TO: School Administrator

EVALUATION: Performance on this job will be evaluated in accordance with School Board policy and administrative regulations on evaluation of licensed personnel.

APPROVED BY THE DEPUTY SUPERINTENDENT OF INSTRUCTION & STUDENT SERVICES