

JD LOCATOR: 3.08.1
REVISED: 1/96
REVISED: 7/03

TITLE: Library Media Specialist

QUALIFICATIONS: 1. Bachelor's degree
2. Valid Missouri Teaching Certificate
3. Valid Missouri certification as Library Media Specialist

REPORTS TO: Building administrator

SUPERVISES: Library aide/secretary

JOB GOAL: To provide students and faculty with an enriched library media center environment containing a wide variety and range of materials that will assist with intellectual growth, and aid students and faculty in acquiring the skills needed to take full advantage of media resources.

JOB PERFORMANCE RESPONSIBILITIES:

Standard 1: The library media specialist provides effective management and administration of the media program.

Criterion A: The library media specialist assesses the media program.

The library media specialist:

1. Evaluates services, facilities, materials, and equipment on a continuous basis both formally and informally.
2. Involves staff, students, administrators, and parents/patrons in the evaluation of the collection and services (i.e., via observations, discussions, surveys, and advisory committees).
3. Considers modifying the media program based on evaluation results.

Criterion B: The library media specialist participates in the development and implementation of technology.

The library media specialist:

1. Participates on the building and/or district technology committees.
2. Implements strategies which guide retrieval and use of information.
3. Promotes the integration of technology into the curriculum.
4. Encourages the use of new technologies.

Criterion C: The library media specialist plans and implements the media center program.

The library media specialist:

1. Establishes and implements short- and long-range goals and related objectives for the media program.
2. Participates in department, team, and/or grade-level meetings.
3. Initiates resource sharing, interlibrary loan, and/or networking.
4. Promotes the development and enjoyment of reading in all content areas and for recreation.

Criterion D: The library media specialist establishes and maintains an environment in which students and staff can work at productive levels.

The library media specialist:

1. Develops, implements, and communicates policies and procedures for the operation of the media center.
2. Initiates and promotes the flexible use of the media center by individuals, small groups, and large groups for research, browsing, recreational reading, viewing or listening.
3. Maintains the media center in a functional, attractive, safe, and orderly environment conducive to learning.
4. Encourages proper use and care of media center facilities, materials, and equipment.

Criterion E: The library media specialist manages the selection, acquisition, circulation, and maintenance of materials and equipment.

The library media specialist:

1. Utilizes the Board-approved collection development policy (selection, weeding, reconsideration).
2. Classifies, catalogs, processes, and organizes materials and equipment for circulation.
3. Manages maintenance and repair of equipment.

Criterion F: The library media specialist trains and supervises media center personnel (staff, students, and/or volunteers) to perform duties efficiently.

The library media specialist:

1. Trains and supervises media center personnel.
2. Collaborates with administrators in the formal evaluation of non-certified media center personnel.
3. Encourages media center personnel to participate in job enrichment activities.
4. Acknowledges contributions of media center personnel.

Criterion G: The library media specialist prepares statistical records and reports needed to manage the media program.

The library media specialist:

1. Maintains a current inventory of holdings.
2. Prepares and submits accurate and timely reports to administration.

Criterion H: The library media specialist plans, budgets, and maintains records according to needs and objectives of the media program.

The library media specialist:

1. Submits budget proposals based on needs and goals of the media program.
2. Maintains accurate records of all disbursements for the media program.
3. Exhibits initiative in the acquisitions and use of a variety of funding sources.

Criterion I: The library media specialist manages student behavior in a constructive manner.

The library media specialist:

1. Establishes, clearly communicates, and consistently applies parameters for student behavior.
2. Manages discipline problems in accordance with administrative regulations, Board policies, and legal requirements.

Standard 2: The library media specialist uses effective instructional processes.

Criterion J: The library media specialist implements effective teaching techniques and varied instructional strategies that address the diversity of learners.

The library media specialist:

1. Demonstrates the ability to motivate students to be self-directed learners.
2. Modifies lesson plans and teaching techniques as the learning situation requires.
3. Structures the active participation of all learners.

Criterion K: The library media specialist promotes the development of effective research skills.

The library media specialist:

1. Develops strategies that enable students to access, evaluate, and use information effectively.
2. Integrates information and technology literacy components into the curriculum.

Criterion L: The library media specialist serves as an instructional consultant.

The library media specialist:

1. Plans and conducts professional growth (in-service) activities.
2. Initiates interaction with colleagues in planning instructional activities for students.
3. Provides instructional assistance to staff and students in the use and integration of technology.
4. Provides assistance to faculty in the selection of new materials for classroom use.
5. Works with staff and students in the design, production, application, and evaluation of materials.

Standard 3: The library media specialist communicates and interacts in a professional manner with the school community.

Criterion M: The library media specialist demonstrates positive interpersonal relationships with students, staff, administrators, and parents/patrons.

The library media specialist:

1. Responds positively to all patrons.
2. Protects each patron's right to privacy and confidentiality.
3. Demonstrates willingness to assist all patrons.
4. Demonstrates an understanding and acceptance of students with special needs.
5. Acknowledges the rights of others to hold different views and values.
6. Interacts in a respectful, professional, and friendly manner.
7. Works effectively as a team member with staff.

Criterion N: The library media specialist communicates effectively with students, staff, administrators, and parents/patrons.

The library media specialist:

1. Informs students and staff of new materials, equipment, research, and other opportunities in which they have special interest.
2. Suggests resources outside of the media collection.
3. Communicates with patrons by using a variety of communication tools (i.e., newsletters, web pages, e-mail, presentations to organized groups).
4. Shares information with staff after participating in professional activities.

Standard 4: The library media specialist acts as a responsible professional in addressing the overall mission of the school district.

Criterion O: The library media specialist participates in professional growth activities.

The library media specialist:

1. Participates in professional activities (i.e., professional organizations, coursework, workshops, conferences).

2. Keeps current on issues related to media services (i.e., current publications, coursework, conferences).
3. Exercises a leadership role in implementing library media and technology innovations in the district.

Criterion P: The library media specialist adheres to all policies, procedures, and regulations of the building and district.

The library media specialist:

1. Stays informed regarding policies and regulations applicable to his/her position.
2. Selects appropriate channels for resolving concerns/problems.
3. Complies with district policies on copyright.
4. Exercises responsibility for student management on district property and at district activities.
5. Demonstrates a commitment to intellectual freedom.

Criterion Q: The library media specialist collaborates in the development and/or implementation of the building and district vision, mission, and goals.

The library media specialist:

1. Participates in collegial activities designed to make the entire school a productive learning environment.
2. Participates, as appropriate, in Missouri School Improvement Plan, Comprehensive School Improvement Plan, and committee work.

TERMS OF EMPLOYMENT: The high school library media specialist has a 196-day contract. Middle school and elementary library media specialists have a 190-day contract. Salary to be determined as established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on the Evaluation of Professional Personnel.

Employee's Signature _____ Date _____

Supervisor's Signature _____ Date _____