

Job Description: Library/Media Specialist

Qualifications:

- A master's degree from a program accredited by the American Library Association (or from a master's level program in library and information studies accredited or recognized by the appropriate national body of another country) is the appropriate professional degree for school librarians.
- A highly qualified candidate will also hold appropriate state certification as a school librarian and have completed a teacher preparation program and/or educational degree.

Reports To: Building Principal and Director of Technology and Assessment

Supervises: Paraprofessional(s) who comprise the school library staff, and, if applicable, volunteers and student assistants

Job Goals:

- To ensure that students and staff are effective users of ideas and information
- To empower students to be critical thinkers, enthusiastic readers, skillful researchers, and ethical users of information
- To instill a love of learning in all students and ensure equitable access to information
- To collaborate with classroom teachers and specialists to design and implement lessons and units of instruction, and assess student learning and instructional effectiveness around information technology skills and concepts.
- To provide the leadership and expertise necessary to ensure that the school library/media program is aligned with the mission, goals, and objectives of the school and the school district, and is an integral component of the learning/instructional program.

Roles and Responsibilities

Leader

As a leader the school library/media specialist creates an environment where collaboration and creative problem solving thrive. The specialist is an excellent communicator who instills enthusiasm in others by making them feel that they are important members of a team. Strong leaders foster an environment of creativity, innovation, and openness to new ideas, welcoming and encouraging input from others to create consensus. They anticipate future obstacles and continually retool to meet challenges. The school library media specialist demonstrates his or her role as a visible and active leader within the school community, an advocate for the development of information technology skills, and a professional member of the school library community by:

- serving on decision making teams in the school
- taking an active role in school improvement activities

- benchmarking the library/media program to district, state, and national program standards
- sharing expertise by presenting at faculty meetings, parent meetings, professional conferences, and school board meetings
- creating an environment that is conducive to active and participatory learning, resource-based instructional practices, and collaboration with teaching staff
- sharing with the learning community collaboratively developed and up-to-date district policies concerning such issues as materials selection, circulation, reconsideration of materials, copyright, privacy, and acceptable use
- encouraging the use of instructional technology to engage students and to improve learning, providing 24/7 access to digital information resources for the entire learning community
- collecting and analyzing data to improve instruction and to demonstrate correlations between the information technology development and student achievement
- maintaining active memberships in professional associations
- remaining current in professional practices and developments, information technologies, and educational research applicable to library/media programs
- advocating for school library programs and the guiding principles of the school library profession; the school librarian is an active, accessible, and informed proponent of the school library profession by:
 - o advocating, communicating, and promoting opportunities to improve the profession
- maintaining frequent and timely communication to stakeholders through the school and library website, parent newsletter, e-mail, and other formats, such as local cable access television, video/audio streaming, and on-demand video/podcasts
- using local, state, national, and international school library data and research to engage support
- maintaining an effective public relations program
- demonstrating a commitment to maintaining intellectual freedom
- promoting the ethical use of information

Instructional Partner

As an instructional partner the school library/media specialist works with teachers and other educators to build and strengthen connections between student information and research needs, curricular content, learning outcomes, and information resources. The school library/media specialist demonstrates his or her role as an essential and equal partner in the instructional process by:

- participating in the curriculum development process at both the building and district level to ensure that the curricula include the full range of literacy skills (information, media, visual, digital, and technological literacy) necessary to meet content standards and to develop lifelong learners

- collaborating with teachers and students to design and teach engaging inquiry and learning experiences and assessments that incorporate multiple literacies and foster critical thinking
- participating in the implementation of collaboratively planned learning experiences by providing group and individual instruction, assessing student progress, and evaluating activities
- joining with teachers and others to plan and implement meaningful experiences that will promote a love of reading and lifelong learning
- providing and planning professional development opportunities within the school and district for and with all staff, including other school library/media specialists.

Information Specialist

As information specialist, the school librarian provides leadership and expertise in the selection, acquisition, evaluation, and organization of information resources and technologies in all formats, as well as expertise in the ethical use of information. The school librarian ensures equitable access and responsible use of information by:

- in accordance with district policy, developing and maintaining a collection of resources appropriate to the curriculum, the learners, and the teaching styles and instructional strategies used within the school community
- cooperating and networking with other libraries, librarians, and agencies to provide access to resources outside the school
- modeling effective strategies for developing multiple literacies
- evaluating, promoting, and using existing and emerging technologies to support teaching and learning, supplement school resources, connect the school with the global learning community, communicate with students and teachers, and provide 24/7 access to library services
- providing guidance in software and hardware evaluation, and developing processes for such evaluation
- understanding copyright, fair use, and licensing of intellectual property, and assisting users with their understanding and observance of the same
- organizing the collection for maximum and effective use

Terms of Employment: Teacher Contract (184 days)

Evaluation: Performance of this job will be evaluated in accordance with district policies.

