

MANCHESTER PUBLIC SCHOOLS
JOB DESCRIPTION

Title: School Library Media Specialist (LMS)

Certification: School Library Media Specialist

Reports to: Principal
K-12 Instructional Media Chairperson

Supervises: Library paraprofessional

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
- To provide the leadership and expertise necessary to ensure that the school library program (SLP) 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 librarian creates an environment where collaboration and creative problem solving thrive. The school librarian 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 librarian demonstrates his or her role as a visible and active leader within the school community, an advocate for the SLP, and a professional member of the school library community by:

- taking an active role in school improvement and accreditation activities
- creating an environment in and out of the school library a teaching and learning environment that is conducive to active and participatory learning, resource-based instructional practices, and collaboration
- remaining current in professional practices and developments, information technologies, and educational research applicable to school library programs

Instructional Partner

As an instructional partner the school librarian 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 librarian 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 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
- providing and planning professional development opportunities within the school and district for and with all staff, including other school librarians

Teacher

As a teacher, the school librarian empowers students to become critical thinkers, enthusiastic readers, skillful researchers, and ethical users of information. The school librarian supports students' success by guiding them in:

- reading for understanding, for exposure to diversity of viewpoints and genres, and for pleasure
- using information for defined and self-defined purposes
- building on prior knowledge and constructing new knowledge
- embracing the world of information and all its formats
- becoming their own best critics

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
- modeling effective strategies for developing multiple literacies
- evaluating, promoting, and using existing and emerging technologies to support teaching and learning , especially Google Apps Suite for Education and other core district programs
- providing guidance in software and hardware evaluation, and developing processes for said evaluation and use.
- sharing with the learning community district policies concerning such issues as materials selection, circulation, reconsideration of materials, copyright, privacy, and acceptable use

Program Administrator

As program administrator, the school librarian works collaboratively with members of the learning community to define the policies of the school library program, and to guide and direct all activities related to it. The school librarian maximizes the efficiency and effectiveness of the school library program by:

- preparing, justifying, and administering the SLP budget to support specific program goals
- establishing processes and procedures for selection, acquisition, circulation, resource sharing, etc. that assure appropriate resources are available when needed through the administration of Destiny Library Manager
- selecting and using effective technological applications for management purposes
- arranging for flexible scheduling of the school libraries to provide student accessibility to staff and resources at point of need

Terms of Employment: Teacher work year plus extended-year days (up to 10/yr per contract)