

*Respectful, Responsible, Safe & Prepared*

**POSITION DESCRIPTION**  
**District Library Media Specialist**

4.12

**ORGANIZATIONAL RELATIONSHIPS**

A District Library Media Specialist assists students, families, and staff in helping students reach grade level expectations. A successful District Library Media Specialist is passionate about supporting our students, adapts to changes, and cultivates productive relationships with all members of the school community, including faculty, students, and families.

<b>Future Ready Library Framework</b>
<b>Literacy</b>
<ul style="list-style-type: none"> <li>• Manages the selection, curation, integration, organization/cataloging and sharing of print, digital and technology resources.</li> <li>• Develop and ensure access to a physical and virtual collection of reading and information materials in traditional and digital formats that support the developmental needs of learners.</li> <li>• Align students’ interests with reading materials.</li> <li>• Evaluate the collection for obsolete materials.</li> <li>• Develop a library collection that supports the schools’ curriculum and state content standards.</li> </ul>
<b>Curriculum, Instruction, and Assessment</b>
<ul style="list-style-type: none"> <li>• Select, integrate, organize, and share digital resources to support teaching and learning.</li> <li>• Plan, collaborate, and team teach with teachers in their content area.</li> <li>• Plan, collaborate, and team teach with Technology Information Specialists.</li> <li>• Facilitate students to create digital products for their learning.</li> <li>• Engage students in critical thinking, information literacy, digital citizenship, and technology.</li> <li>• Teach effective uses of library resources and the school library through collaborative lessons driven by content areas.</li> </ul>
<b>Collaborative Leadership</b>
<ul style="list-style-type: none"> <li>• Participates in the district’s vision and strategic plan for digital learning.</li> <li>• Foster a culture of collaboration with teachers and learners.</li> </ul>
<b>Community Partnerships</b>
<ul style="list-style-type: none"> <li>• Visible in the school and in the community to actively promote engagement and a community of readers.</li> </ul>
<b>Personalized Professional Learning</b>

<ul style="list-style-type: none"> <li>● Teach research skills/database use, and digital literacy/digital citizenship to staff.</li> <li>● Teach effective uses of library resources.</li> <li>● Answer and assist with reference questions.</li> </ul>
<b>Data and Privacy</b>
<ul style="list-style-type: none"> <li>● Teach digital literacy/digital citizenship.</li> <li>● Adhere to student privacy policies.</li> </ul>
<b>Robust Infrastructure</b>
<ul style="list-style-type: none"> <li>● Provide equitable access to resources</li> <li>● Use of technology to provide tools, resources, and supportive systems that increase teaching opportunities and promote efficacy.</li> </ul>
<b>Use of Space and Time</b>
<ul style="list-style-type: none"> <li>● Be forward-thinking on how to use library spaces and time.</li> <li>● Provide flexible spaces for staff and students that promote inquiry, creativity, collaboration, and community.</li> </ul>
<b>Budget and Resources</b>
<ul style="list-style-type: none"> <li>● Manage orders, payments, records, and expenditures.</li> </ul>

**Managerial Tasks**

- Direct and train Library Assistants in the processing of books, technology, shelving, displays, and other research activities.
- Performs other tasks and assumes other responsibilities within the overall scope of the position that the supervisor may assign.

**Knowledge of:**

- Library science practices, procedures, and terminology.
- Functions, operations, and maintenance of a school library.
- Online reference material and use of technology.
- Print reference materials and sources.
- Dewey decimal system and classification.
- Genrefied libraries.
- Oral and written communication skills.

**QUALIFICATIONS**

1. Current teaching license validated by the Wisconsin Department of Public Instruction;
2. 1902 - Instructional Library Media Specialist
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

## PHYSICAL DEMANDS

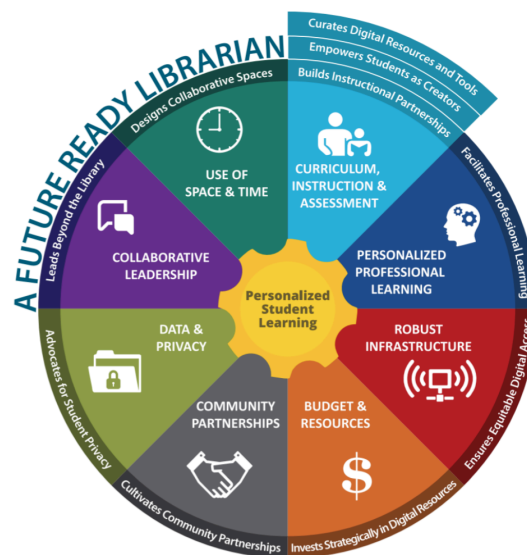
The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

1. Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull or otherwise move objects. This type of work involves sitting, walking and standing.
2. Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business-related equipment, and handling and working with various materials and objects are important aspects of this job.
3. The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122.01 throughout his/her employment in the District.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

## TERMS OF EMPLOYMENT

1. As set forth in the Teacher Handbook
2. Reports to the Building Principals and Director of Technology.



REVISED: 1.19.2024

In alignment with School District of Waupaca School Board policies, the School District of Waupaca does not discriminate on the basis of race, color, national origin, ancestry, marital status, pregnancy, parental status, arrest or conviction record, membership in the military reserve, religion, political beliefs or affiliations, citizenship, use or non-use of lawful products off school premises during non-working hours or any other factor prohibited by law. Discrimination on the basis of age, sex (including sexual orientation) or disability is prohibited except where specific age, sex or other requirements constitute a bona fide occupational

qualification necessary to the proper and efficient operation and administration of the school district. In addition, the School District of Waupaca requires all employees shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122.01 throughout his/her employment in the District.