

Essex Westford School District Job Description

JOB TITLE:	Library Media Specialist
FLSA STATUS:	Exempt
UPDATED:	12/3/18

POSITION OBJECTIVE(S):

To support students and teachers in achieving the high national and state standards represented in local curriculums as well as Vermont's Framework of Standards and Learning Opportunities; to transform the school library into a full-service 21st century learning center that incorporates both books and contemporary technological tools including but not limited to educational research databases and presentation/video-editing software; and to respond to the needs of gifted and highly motivated students through the development of individual learning plans.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Essential duties and responsibilities include the following. Other duties may be assigned.

- Manage the day-to-day operations of the school library:
 - Initiate, develop, maintain and implement rules and practices related to the operation of the school library media center, including selection, reconsideration, circulation, and management of resources that are consistent with or support school and district policies, philosophy, and objectives.
 - Create an orderly, attractive, and welcoming environment which provides effective learning spaces for individual and group needs.
 - Organize and display materials and technology tools for maximum accessibility, and to provide equitable access to information literacy and technology resources for all users.
 - Select, manage and maintain automated circulation and comprehensive catalog systems for all media center materials to provide appropriate services for efficient and effective access to essential information/materials/technology tools. Instruct teachers and students on the use of the systems.
 - Create and efficiently manage the budget for the acquisition of library media services, resources and supplies.
- Research, develop, acquire, organize, maintain and make available a balanced and diverse collection of current information resources and technology tools for teachers and students for an enhanced and engaging learning environment which are aligned with relevant Information Literacy and Educational Technology Standards (NETS-S), Common Core, Next Generation Science Standards, and 21st Century Skills Framework:
 - Provide the resources necessary to enable students to use digital media and environments to communicate and work collaboratively, including at a distance, to support individual learning and contribute to the learning of others.
 - Evaluate the connection between information literacy needs and information technology resources regularly to determine additional resource needs as well as removing inappropriate and outdated materials, information technology tools and equipment.
 - Evaluate, select, use, and teach students and other staff to use current and emerging school library media information technology resources.
- Work collaboratively with classroom teachers, educational technology integration specialists, and other learning specialists to design and implement standards-based instruction that supports progress in achieving Vermont's Communication Standards and the Vermont Framework of Standards and Learning Opportunities in all content areas through information literacy and information technology resources consistent with the Information Literacy Standards and the 21st Century Skills Framework:

- Educate classroom teachers about information literacy and information technology programs and resources that support classroom curriculums.
- Communicate and collaborate with classroom teachers to promote student acquisition of literacy and information technology skills and understanding through classroom curriculum connections.
- Partner and collaborate with classroom teachers to create units and lessons that integrate library resources into the classroom curriculum to enhance student learning and support the achievement of classroom objectives.
- Promote and create a learning environment in which students use information and communication technologies to engage in learning tasks that are meaningful, relevant, and authentic, in ways that engage student interest and foster independent and collaborative learning.
- Promote and use technology to provide robust educational opportunities to students including distance learning, and provide resources in ways that allow for varied access during and beyond the traditional school day.
- Establish and maintain a public relations/communication program geared toward both the school and its surrounding community which develops awareness of, interest in, participation in, and commitment to library-media services and programs:
 - Provide leadership and promote the library media information literacy and information technology resources to advance instructional goals and expand student educational experiences
 - Communicate services and promote the library as a valuable and integral resource in the school community; promote and support instructional partnerships among students, staff and community through the development and coordination of, and participation in after school enrichment programs for students, parents and the community.
 - Provide knowledge and guidance to the school community regarding appropriate literature, technology use, and materials.
 - Meet with professional library media and educational technology specialist colleagues to advance school, district, and professional goals.
- Provide program support and interventions for students and teachers as needed; develop and implement individual student learning plans for gifted and highly motivated students.
- Promote the ethical use of information in all formats; educate students on digital citizenship to ensure students understand the human, cultural, and societal issues related to technology and practice legal and ethical behavior. Help students to develop habits of independent reference work and to develop skill in the use of reference materials in both traditional and digital formats in relation to planned assignments.
- Train and supervise other library media center staff and volunteers.

SUPERVISION RECEIVED:

Reports to, evaluated by and receives general administrative direction from the School Principal and/or Assistant Principal.

SUPERVISORY RESPONSIBILITIES: Trains, assists and directs other library media center staff and volunteers.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- **Education and Experience.** A valid Vermont teaching license with a Library Media Specialist endorsement (3-61) required. Licensing endorsement as an Educational Technology Specialist, or strong background in educational technology integration preferred, possibly required. Three to five years of relevant experience or a combination of education and experience from which comparable knowledge and skills are acquired is preferred.

- **Knowledge.** Demonstrates knowledge of library media concepts, skills, and processes delineated in current national professional standards accepted by the American Association of School Librarians and the Association of Educational Communications and Technology. strong working knowledge of the National Technology Standards, VT Framework of Standards, Information Literacy Standards, and 21st Century Learning Standards.
- **Language Skills.** Ability to read, analyze, and interpret common educational and technical journals, periodicals and procedures, and regulations. Ability to respond to common inquiries or complaints from parents, regulatory agencies, or members of the community. Ability to write reports, business correspondence, and procedure manuals that conform to school/district standards or regulations. Ability to effectively present information to and respond to questions from students, administrators, parents, peers, board members and the general public.
- **Mathematical Skills.** Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- **Media and Technology Skills and Experience.** Demonstrated knowledge of library media organization and systems, and use of computerized library information systems required. Strong background in information technology and educational technology integration also required. Knowledge and use of most recent presentation/video editing software highly desirable. Ability to apply applications software for student presentations including Microsoft Office.
- **Communication & Interpersonal Skills.** Ability to effectively, efficiently and regularly communicate and work cooperatively with a variety of individuals, including students, peers, subordinates, supervisors, parents, and representatives of outside organizations.
- **Knowledge.** Knowledge of literature and current trends and best practices in library media practice and information and educational technology. Knowledge of the school's educational programs and student 21st century information and technology needs within those programs. Knowledge of and access to effective 21st century resources, both within and beyond the school and district.
- **Other.** Must be able to work a flexible schedule that includes some after school times to coordinate and deliver a variety of student, family, and community enrichment programs. Must love working with children and young adolescence, and be highly collaborative, service oriented, and enjoy working as part of a professional learning community.

PHYSICAL EFFORT AND STRESS.

Physical ability to perform the essential functions of the job as outlined above, in addition to the following:

Under most circumstances, while performing the duties of this job, the employee is frequently required to stand; walk; and sit. The employee is regularly required to see, talk and hear. The employee is regularly required to use hands to finger, handle, or feel. The employee is occasionally required to reach with hands and arms; climb steps; stoop, kneel, or crouch. The employee must occasionally lift, carry, move and/or restrain school-aged students. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING CONDITIONS:

While performing the duties of this job, the employee is occasionally exposed outside weather conditions. The noise level in the work environment is usually quiet to moderate.

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This general outline illustrates the type of work, which characterizes the Job Classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.