

Cape Girardeau Public School District No. 63
Job Description

Job Title: Library Media Specialist

Terms of Employment: 9 month contract; 183 days

FLSA Status: Exempt

Reports To: Principal

Brief Description of Position:

The Library Media Specialist will be responsible for handling general librarian duties, including managing the day-to-day matters of the school's library.

Required Qualifications:

- Missouri Certification in Library Media Services, Grades K-4
- Demonstrated proficiency in interpersonal, verbal and written communication skills
- Must exhibit successful leadership, organization, public relations and business skills
- Understanding copyright, fair use, and licensing of intellectual property, and assisting users with their understanding and observance of the same
- Basic understanding of data networks and use of technology resources including Internet searching and database usage

Preferred Qualifications

- Knowledge of video production and multimedia presentations
- Knowledge of technology application for instruction and troubleshooting

Essential Duties and Responsibilities:

- Makes resources available to students and teachers through a systematically developed collection within the school and through access to resources outside the school.
- Provides access to the library media center collection through the management of an accurate and efficient organization and retrieval system.
- Assists students in identifying, locating and interpreting information housed in the library media center and helps students locate information outside the library media center.
- Provides access to the library media center throughout the school day, scheduling class visits flexibly to encourage use at the point of need; organizes and manages the library media facility in a manner that encourages access.
- Develops and implements policies and procedures which ensure that access to information is not impeded; interprets laws and district policies regarding information.

- Informs teachers, students, parents and administrators of new materials, equipment and services that meet their information needs.
- Manages selection and ordering of materials through a process which involves teachers, administrators, students and parents; administers budgets for library media resources.
- Communicates library media program needs to the administration.
- Participates in department, grade-level, school and district curriculum development and assessment projects.
- Offers assistance to teachers in the selection and purchase of instructional materials, and in the use of information resources.
- Plans cooperatively with teachers to incorporate information skills into the classroom curriculum and to assist teachers in developing resource based units and activities.
- Provides leadership in assessing, evaluating and implementing information and instructional technologies.
- Recommends student-level literature to teachers and encourages them to read to their classes as well as reading personally for an awareness of the literature available.
- Teaches information skills as an integral part of the content and objectives of the school's curriculum.
- Jointly plans, teaches and evaluates instruction which incorporates information access, use and communication skills with the classroom curriculum.
- Provides instruction in the use of technology to access information outside the library media center.
- Uses a wide variety of teaching methods, media, and ways of communicating information to insure that students can access and use all types of information sources.
- Takes a leadership role in promoting and demonstrating the use of new technologies and media with teachers and other adults.
- Encourages students to read for pleasure and motivates their reading through a variety of methods.

Hazards:

For some buildings, stairs, chalk dust and exposure to communicable diseases may be a potential hazard. In science labs, there could be exposure to chemicals and fumes. Equipment that supports classroom instruction could be potentially hazardous under certain conditions. Travel between locations will cause exposure to hazardous driving and walking conditions.

Physical Demands/Environmental Factors:

- Ability to work in a climate controlled building, as well as in inclement weather.
- Ability to stand, walk, and move around for long periods of time.
- Ability to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.

- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to communicate, effectively and efficiently with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
- Ability to exert up to 30 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Ability to lift, bend, stoop, pull, grasp, and carry a variety of objects of different shapes and sizes.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Board of Education and Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by: _____ Date: _____

Reviewed by: _____ Date: _____
Human Resource Coordinator

Revised: August 2013