

JOB TITLE**Library Media Specialist****REPORTS TO:** Building Principal**DEPARTMENT:****JOB DESCRIPTOR:** K25**SCHEDULE:** R**DATE:****NON-EXEMPT X****NATURE AND SCOPE OF JOB:**

To provide library media services, to teach information literacy skills, to be a facilitator of information relating to curriculum, and to be a technology resource person.

JOB FUNCTIONS:**ESSENTIAL FUNCTIONS:**

1. Implements procedures and policies of the district.
2. Plans and implements a program of study and creates an educational resource center that meets individual needs, interests and abilities within the curriculum.
3. Applies basic principles of instructional design to develop learning activities.
4. Works collaboratively and individually to design, develop and implement programs that encourage reading for enjoyment and information.
5. Guides and assists the learning community in the selection, evaluation and use of appropriate resources and technologies for learning and teaching.
6. Evaluates, acquires, processes and promotes information resources that support and enrich the curriculum.
7. Follows the tenets of the district selection policy including the Freedom to Read statement.
8. Organizes materials, resources, equipment, schedules, and space to stimulate and support productive, focused learning in relation to the curriculum.
9. Collaborates with teachers, administrators, and other members of the learning community to build and maintain collections that are appropriate to the learning and recreational needs of the students in the school.
10. Maintains necessary records of print materials, nonprint materials, and equipment for the most effective and efficient operation of the school library media center.
11. Trains and supervises classified and student assistants and volunteers of the library media center.
12. Maintains flexible scheduling in order to teach information skills as needed to fulfill patron and curricular needs.
13. Creates an environment within the library media center that is conducive to learning and is

appropriate to the maturity level, ability and interests of the students.

OTHER FUNCTIONS:

1. Participates in professional growth opportunities that enhance educational pedagogy and library media job skills..
2. Attends building and district committee meetings such as library media, technology and curriculum.
3. Keeps informed by reading information related to profession.

--EMPLOYEES ARE HELD ACCOUNTABLE FOR ALL FUNCTIONS OF THIS JOB--

JOB QUALIFICATIONS:

KNOWLEDGE, SKILLS AND MENTAL ABILITY:

- Possess a broad general knowledge with specific expertise in areas of certification
- Possess group dynamics and interpersonal skills.
- Possess knowledge of psychological, emotional and educational development of children.
- Possess classroom management skills which include discipline as well as record keeping and assessment ability.
- Possess problem solving, imagination, patience, reasoning, creativity, judgement and analytical abilities.
- Knowledge of standard selection and cataloging tools.
- Knowledge of instructional technology and design
- Knowledge of computer operation and applications.

EDUCATION, LICENSE, CERTIFICATION OR FORMAL TRAINING:

- Possess all certificates required for the State of Wyoming.
- Possess at a minimum of a bachelor's degree.
- Possess a Wyoming Library Media endorsement.
- Must have minimum of 4 hours in curriculum related to computer technology.

EQUIPMENT USED:

Computers and Peripherals
Television
Overhead Projector
CD Players
Other Current Technologies

VCR
Digital Camera
Video Camera
35 MM Camera
Video Editing Equipment

PHYSICAL DEMANDS:

- Lower back strength to stand and walk throughout the work day.
- Upper body strength to lift 25 pounds and carry more than 50 feet.
- Ability to push mobile units of 50 pounds more than 1,000 feet through crowded hallways.
- Ability to stoop and retrieve materials and supplies.
- Ability to reach over head to retrieve materials and supplies.
- Ability to hear ordinary conversation.
- Ability to see computer and television monitors clearly.
- Ability to see and read various types of printer materials.

ENVIRONMENTAL DEMANDS:

- Be able to spend most of the work day in one area.
- Be able to tolerate noise up to 90 decibels.
- Be able to tolerate silence for periods of time.

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