



**POSITION DESCRIPTION
ST. ANTHONY-NEW BRIGHTON PUBLIC SCHOOLS**

SECTION I: GENERAL INFORMATION

Position Title: Library Media Specialist	Department: Teaching & Learning	Bargaining Unit: Teacher
Immediate Supervisor: Principal	Comparable Worth Rank:	FLSA Status: Exempt

Job Summary:

Under the direction of the Building Principal, the Library Media Specialist is responsible for planning, administering and implementing the operations, procedures and routines of the media center. While specific duties and responsibilities will vary from building to building, the Media Specialist performs such tasks as managing and purchasing the collection of media materials, technology and equipment; teaches media literacy in print, digital and multi-media formats; collaborates and works with instructional staff in locating on-line and digital resources, books and materials to support the curriculum and/or co-teaching or collaborating on special student projects; coordinates and/or participates in the cataloging, classifying, and circulation of media materials; provides instruction, assistance and support in the use of technology, software, tools and equipment within the media center.

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Teaches media literacy skills and standards for assigned building grades.
 - a) Teaches media literacy in the language arts. Instructs students in print, digital and multimedia formats.
 - b) Teaches International Society for Technology in Education standards.
 - c) Encourages creativity and innovation; critical thinking; problem-solving; and decision making
 - d) Provides instruction and support in research and fluency development skills.
 - e) Collaborates and works closely with instructional personnel regarding ideas/resources for specific curriculum areas.
- Collaborates and works with instructional staff by supporting teachers and students in curriculum areas, on projects, and in the use of resources. Provides assistance in developing book lists, ideas, genre support for language arts. Tailors and selects resources to support research and inquiry units.
- Researches technology for projects; creates samples; generates directions for student guides on projects. Formulates and plans materials to support lesson plans.
- Develops and administers the print and non-print collections. Selects, orders, and systematically catalogs and organizes all media center materials and items.
 - a) Provides direction to media assistants or library volunteers.
 - b) Monitors media user needs, usage, and trends to better structure and program needs.
 - c) Researches and develops on-line and digital resources for staff and student use.
 - d) Develops collection(s) based on curriculum and learner needs that are in alignment with District policy and curriculum.
 - e) Reviews and removes obsolete or outdated materials from the media collection(s).

- f) Selects, evaluates and acquires materials for the media collection.
 - g) Purchases supplies and equipment and coordinates their repair and replacement.
 - h) Oversees the organization, circulation and maintenance activities of the library.
- Performs outreach activities to the community, parents and staff.
 - a) Works with community groups to establish reading programs and provides reading lists and suggestions.
 - b) Plans and implements summer reading programs for students/families.
 - c) Organizes and coordinates events such as Family Literacy Night.
 - d) Coordinates and assists in the planning of book fairs.
 - Provides support and assistance with technology issues to teachers and students regarding media/technology equipment. Troubleshoots problems and solutions.
 - Performs other duties of a comparable level or type, as required.
 - a) Provides professional expertise and assistance to individuals, other district staff and the community concerning areas of instructional expertise/knowledge.
 - b) Keeps abreast of changing developments, trends, and technologies within the field.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	<p>Skilled in:</p> <ul style="list-style-type: none"> • Planning and teaching students consistent with approved curriculum in the areas of instructional technology, media literacy and library science. • Developing media service procedures and media systems. • Presenting complex materials and concepts in an understandable and grade appropriate manner concerning library/media skills curriculum, information and technology. • Organizing, evaluating, developing, acquiring and maintaining media center print and non-print collections, information and technology hardware, software and digital equipment. • Operating library management system and records. • Delegating and monitoring the activities of media center personnel and students. • Applying and interpreting district policies and procedures pertaining to discipline and student management. • Organizational skills. • Establishing and implementing media center procedures and policies. • Communication, interpersonal skills as applied to interaction with staff, students, and the general public. • Preparing and making presentations to groups and individuals. • Organization of media center equipment, resources, catalogs, and student information. • Basic math skills needed to maintain a budget. • Promoting and planning special events/programs. • Writing grants to enhance media center resources. • Performing research and utilizing informational/technology resources.
LICENSE/ CERTIFICATION	<p>Identify licenses/certification required: Requires a valid driver's in the State of MN. MN Licensure as a Media Specialist .</p>

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:

REQUIRED EDUCATION/TRAINING (choose one)				DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)		
less than high school diploma				Bachelor's Degree		
High school diploma or GED.				Major field of study or degree emphasis: Library Science, Literature, or closely related area.		
1 year college			2 years college			
3 years college		x	4 years college			
1st year graduate level				Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> Principles, practices and trends in media center management including MN State Standards applicable to media/library skills. Research tools including print, digital and multimedia. Library management systems and applications. Operation of personal computers, digital and media equipment and their uses to enhance literacy programming. Elementary/secondary curriculum and instructional/technology curriculum. Education, library and business related software (i.e. Follet/Destiny system) Teaching principles, practices, techniques and approaches in the area of media literacy. District procedures and policies related to instruction and classroom management and administration rules governing (procurement and purchased services). Knowledge of current popular and classical literature. 		
2nd year graduate level						

Required Work Experience in Addition to Formal Education/Training:

Completion of student teaching as part of teaching licensure.

INDIRECT SUPERVISION:

Number of employees indirectly supervised: Media Assistant and Volunteers

Total: 1-2

PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)

Physical Activities	Amount of Time Spent				Lifting/Forcing Exerting	Amount of Time Spent			
	None	1/3 Less	1/3 to 2/3	Over 2/3		None	1/3 Less	1/3 to 2/3	Over 2/3
Stand			x		Up to 10 lbs		x		
Walk			x		Up to 25 lbs			x	
Sit			x		Up to 50 lbs		x		
Use hands to finger, handle or feel			x		Up to 100 lbs	x			
Reach with hands and arms			x		Over 100 lbs.	x			
Climb or balance		x							
Stoop, kneel, crouch or crawl			x						



Talk or hear				X					
Taste or smell		X							

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities	
Physical requirements associated with the position can be best summarized as follows:	
<p>Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job .</p>	
HAZARDOUS WORKING CONDITIONS	<p>Unusual or hazardous working conditions related to performance of duties: Duties are performed in a typical school setting. Work involves minimal exposure to hazards and/or risks associated with the performance of the job. There may be occasional disagreeable human interactions when dealing with students.</p>

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

<p>This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.</p>	
<p>_____</p> <p>Department Head's Signature</p>	<p>_____</p> <p>Date</p>
<p>Classification History: Prepared 4/2015 by BCC. Updated 6/2015</p>	