

JOB DESCRIPTION

JOB TITLE: **Library Media Specialist**

REPORTS TO: **Building Administrator**

DEPARTMENT: **Certified Staff**

I NATURE AND SCOPE OF JOB:

To plan, develop and administer a total library media program to support the educational objectives of the District.

II. EXPECTATIONS:

1. Maintain a positive attitude that supports the District Mission.
2. Maintain a positive and supportive relationship with all people in the work place.
3. Be responsible for acceptable personal attendance and punctuality.
4. Accept responsibility for the identified job description and continually strive to perform work of the highest quality.
5. Responsible for adhering to District policies.

III. JOB FUNCTIONS:

A. Essential Functions:

1. Is responsible for using class time efficiently by engaging students in learning activities throughout the class period and using techniques that enhance learning time.
2. Is responsible for teaching accurate and up-to-date information.
3. Is responsible for utilizing and providing a variety of instructional methods of presenting course objectives to students and staff.
4. Is responsible for selecting objectives for each class period, communicating, preparing, checking for understanding, and adjusting instruction when necessary.
5. Is responsible for classroom management/school climate.
6. Is responsible for interacting with students by gearing oral directions and conversations to the level of student maturity.
7. Is responsible for promoting a secure environment by promoting psychological security within the classroom.
8. Is responsible for utilizing positive motivation and an attitude that success is possible.
9. Is responsible for managing discipline by consistently and fairly adhering to school procedures and District policies for classroom management and discipline.

A. Essential Functions, continued:

10. Is responsible for evaluating and maintaining updated records of student performance by using a grading system that is fair, consistent and understood and keeps updated records of students' performance.
11. Is responsible for utilizing knowledge of the curriculum to support instruction.
12. Is responsible for providing reader guidance and encouraging literary appreciation.
13. Is responsible for organizing the facility and employing procedures with facilitate retrieval and use of materials and equipment.
14. Is responsible for formulating short and long-range plans for the media program which are consistent with building and District-wide goals.
15. Is responsible for providing training and supervision for clerical help, student assistants, and volunteers when required.
16. Is responsible for performing all duties as assigned.

B Non-Essential Functions:

1. Participates in building/district committee meetings.
2. Participates in opportunities for professional development.
3. Facilitates interlibrary cooperation with District, public, CCIMC and other available information sources.

IV. JOB QUALIFICATIONS:

A. Knowledge, Skills and Mental Ability:

Must possess the following:

1. Ability to communicate effectively verbally, orally and in writing.
2. Ability to understand and use questioning tactics.
3. Ability to perform duties using basic library administration skills.
4. Ability to understand and facilitate needs of various personality types.
5. Ability to make decisions with sound emotional judgment.
6. Ability to develop a plan and make decisions to facilitate its fulfillment.
7. Ability to concentrate with numerous interruptions.
8. Ability to be persuasive, alert, creative and have patience, initiative, and reasoning.
9. Rudimentary knowledge of available technology.
10. Knowledge of curriculum and principles of learning.
11. Knowledge of psychological and physiological development of children.

B. Education, License, Certification or Formal Training:

1. Must possess and maintain state certification as described by the Wyoming Professional Teaching Standards Board.
2. Must successfully pass District Bloodborne Pathogens training.

C. Equipment Used:

1. Must be knowledgeable of all equipment types used throughout the building/district such as: computer software applications and audiovisual equipment as well as all equipment necessary **for** efficient management of the Media Center.

D. Physical Demands:

Must be able to:

1. Endure long periods of time on your feet.
2. Lift, kneel and reach.
3. Move equipment as required.

E. Environmental Demands:

Must be able to:

1. Endure potential problems created by electrical magnetic fields.
2. Employ proper stress management techniques.

Carbon County School District One does not discriminate **on** the basis of race, color, national origin, sex, age, disability, political affiliation, religion, **or** belief in relations to admission, treatment of students, access to programs and activities, or terms and conditions of employment.

2/4/97