

Western Placer Unified School District

POSITION DESCRIPTION

Position Title: **Library Media Specialist**
Department: Educational Services
Reports to: Assistant Superintendent of Educational Services

SUMMARY:

Coordinates library services and provides leadership to and oversight of K-12 schools' library media centers. Supports the development of college and career readiness skills, the use of digital media, the implementation of state standards and frameworks, and inquiry, investigation and research-based experiences for students. Promotes literacy skills and helps integrate information literacy skills across the curriculum.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- * Evaluate the District's total media program, services, and materials in terms of adequacy in meeting curricular requirements, student and faculty needs, as well as state and federal standards.
- * Supervises and supports school library media centers and trains classified staff and volunteers.
- * Plans and implements a program of library services in cooperation with district and site staff.
- * Collaborates with site staff to design learning experiences that support state standards and ensure the integration of information skills throughout the curriculum.
- * Provides formal and informal professional development in information literacy skills (i.e., research), reading, literature, and technology literacy.
- * Promotes district and school-wide literacy events such as book talks, author visits, reading promotion, and literature activities.
- * Uses technology to enhance the teaching of information literacy and encourages the use of technology throughout the curriculum.
- * Supervises the selection, ordering, and cataloging of print, non-print, and electronic library instructional materials to support the curricular needs of individual schools.
- * Regularly visits all school sites to support growth and development of library media services.
- * Regularly communicates information about the available resources and services of the library to students, staff and community.
- * Prepares annual district and school site reports on library circulation and services.
- * Assists in the recruitment, selection, placement and evaluation of site library technicians.
- * Assists with the preparation of district and school site library media plans, advocating for effective library services in schools.

- * Assists with the preparation and oversight of district and school site library budgets aligned to the district LCAP and school site plans.
- * Serves on site, district, community, county, and state committees as appropriate.
- * Attends regional and state organization meetings, keeping up with new materials and industry trends.
- * Other related duties as assigned.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must hold or be eligible for an appropriate California School Library Media Teaching Credential authorizing service and teaching in the library, media, and information areas. Applicant must have strong interpersonal skills. Recent attendance at relevant professional development workshops.

EDUCATION/EXPERIENCE:

Required: Bachelor's Degree

Desired: 3 years' of experience (minimum) in library media services; experience facilitating information literacy activities; knowledge of college and career readiness skills needed for students to successfully complete high school.

CERTIFICATES, LICENSES, REGISTRATIONS:

Required: Hold or be eligible for an appropriate California School Library Media Teaching Credential authorizing service and teaching in the library, media, and information areas.

LANGUAGE SKILLS:

Required: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write and research reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of supervisors, colleagues, students, and the general public.

MATHEMATICAL SKILLS:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and algebra. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES:

Ability to apply knowledge of current research and theory in library media services; ability to plan and implement systems based on district and school objectives and the needs and abilities of staff and students. Ability to establish and maintain effective relationships with students, peers and parents; skill in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Trustee policies.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. While performing the duties of this job, the employee may occasionally push or lift up to 50 lb. such as boxes of books and technology carts. The employee is directly responsible for safety, well-being, or work output of other people. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderate to loud.

The information contained in this job description is for compliance with the American with Disabilities Act (A.M.) and is not an exhaustive list of the duties performed for this position. The individuals holding this position may perform additional duties as assigned.