

Job Title:	Instructional Specialist, Library Media Services
Grade Level/Terms of Employment:	Unified Pay Schedule, Pay Grade 123
FLSA Status:	Exempt
Work Location:	Department of Curriculum & Instruction
Immediate Supervisor:	Coordinator, Literacy

General Description:

The Instructional Specialist for Library Media Services provides division-level leadership to the advancement of library media services in all Richmond Public Schools (RPS). The Instructional Specialist for Library Media Services assists in developing, reviewing, and revising curriculum and assessments aligned to the Virginia Standards of Learning. The position supports library media specialists and administrators through professional development, coaching, and providing appropriately aligned resources to foster student academic success.

Essential Duties and Responsibilities:

- Creates a plan with colleagues to define best practices, identify exemplars, reflect on current practices, and move the work forward by aligning current innovative practices with AASL standards and the appropriate Virginia Standards of Learning and Curriculum Framework;
- Leads division efforts to ensure that library media services and the AASL standards are fully integrated into all areas of the RPS K-12 curriculum and instructional programs;
- Ensures that the school library environment provides all members of the school community access to information and technology, connecting learning to real-world events;
- Organizes and provides access to an array of well-managed resources to support blended learning in all RPS schools;
- Coordinates with instructional specialists to select and evaluate supplemental materials to be used in the instructional program and support blended learning;
- Serves as a resource person to the appropriate school and central office personnel, other instructional personnel, and the community regarding library, media, and blended learning;
- Advances literacy in RPS through partnerships with Richmond Public Library, RPS library media specialists, and the division literacy team to promote a culture of reading and writing in Richmond City and executes, supports, and updates components and strategies of the RPS Literacy Plan;
- Serves as the Division Administrator for Destiny Library & Textbook Manager and key support person for training and troubleshooting;
- Manages and expends the division's Library Media budget by managing purchases centrally.
- Provides professional learning monthly for elementary and secondary library media specialists in order to implement the new AASL standards;
- Guides library media specialists to develop and share exemplary practices; Connects to other related standards, innovative learning initiatives, and local Every Student Succeeds Act (ESSA) efforts;
- Facilitates Library Review Books process and curates the website;
- Leads the RPS Summer Reading Initiative and manages the web page to reflect yearly activities;
- Provides expertise and advice on matters related to print and/or video copyright issues; Performs other job-related duties as assigned;
- Serves as a representative on the VAASL Library Supervisors' Section;

- Performs other job-related duties as assigned.

Qualifications:

- Postgraduate Professional License with an endorsement in Library Media PreK-12 and a minimum of three years of recent successful experience as a library media specialist. Has experience in working in diverse settings;
- Must show demonstrated knowledge of the Virginia Standards of Learning and the Curriculum Frameworks;
- Must have demonstrated knowledge of Virginia's Standards for the Professional Practice of Teachers;
- Must possess knowledge of teaching techniques, instructional materials, and current trends and issues in the area of library services;
- Excellent oral and written communication skills, public relations, and organizational skills are required;
- Must be able to provide leadership and management to achieve established goals and objectives;
- Must have a thorough understanding of the content, skills, and techniques necessary to guide library media specialists according to the American Association of School Librarian (AASL) standards;
- Must have the ability to work in a cooperative manner with a variety of groups including, parents, teachers, administrators, and community representatives.