

**RSU No. 5 Durham ~ Freeport ~ Pownal
Librarian/Media Specialist Job Description**

QUALIFICATIONS:

Bachelor's degree

Holds a Maine Certificate 071: Library Media Specialist

REPORTS TO:

Building Principal/Assistant Principal

JOB OVERVIEW AND GOALS:

The Library Specialist runs our library and supports teachers in providing rigorous, high quality instruction and support for our students.

PERFORMANCE AREAS:

1. Shares expertise and promotes the library program,
2. Aligns the School Library Program to school, state and national program standards,
3. Develops and implements program goals and objectives that are aligned with school and district long-range strategic plans,
4. Takes an active role in school improvement,
5. Conducts ongoing action research and evaluation to inform continuous, evidence-based program improvement,
6. Prepares, and justifies the school library program budget as appropriate,
7. Establishes processes and procedures for selection, acquisition, circulation and resource sharing so as to ensure resources are available when needed,
8. Creates and maintains a school library media center that is inviting, safe, flexible, and conducive to student learning,
9. Selects and uses effective technology for management purposes,
10. Encourages the use of instructional technology to engage students, improve learning, and provide 24/7 access to digital information resources for the entire learning community,
11. Motivates and guides students to read for enjoyment and understanding,
12. Provides resources in support of curriculum and student interests
13. Teaches information ethics, including safety, responsibility, copyright, fair use, licensing, and appropriate attribution,
14. Teaches information and digital literacy,
15. Teaches the evaluation of resources in all formats so that users can assess credibility, relevance, and currency
16. Helps students build on prior knowledge and construct new knowledge Inspiring them to embrace the world of information and all its formats,
17. Supports students with peers in successful collaboration for learning,
18. Supports students in their constructive assessment of their own learning and the work of their peers
19. Collaborates with teachers to provide instructional support using library resources.

Essential Functions:

Ability to:

1. Read with comprehension, write and calculate accurately.
2. Reason and understand policies, procedures, and related job information.
3. Follow to completion verbal or demonstrated instructions.
4. Speak clearly, communicate effectively, accurately hear and see.
5. Complete with precision and safety all physical duties, including upper and lower body functions, reaching, lifting (at least 10-20 lbs.), bending, twisting, stooping, and climbing stairs.
6. Complete with accuracy eye-hand coordinated tasks.
7. Sustain and complete with accuracy assigned seated clerical tasks.
8. Concentrate on completion of job details when there are distractions and work under pressure to successfully meet deadlines.

Legal and Ethical Duties:

1. Maintains confidentiality on student information.
2. Maintains confidentiality about all aspects of work, student performance, and written and oral records.
3. Demonstrates a respect for the legal and human rights of students.
4. Follows health and safety procedures established by the system.
5. Arrives and departs punctually, notifying appropriate personnel about absences and coverage.
6. Demonstrates loyalty, dependability, integrity, and other ethical standards.
7. Follows the chain of command for various administrative procedures or concerns.
8. Observes Board and school policy.
9. Meets and follows all State and Federal laws and regulations.

TERMS OF EMPLOYMENT:

Teacher contract. Salary and benefits to be established by the RSU No. 5 Board of Directors.

EVALUATION:

Evaluated annually by the Building Principal/Assistant Principal in accordance with Evaluation of Educators.

NOTE:

The above job description reflects the general requirements necessary to describe the principle functions and responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

To perform successfully in this position, an individual must perform each duty and responsibility satisfactorily. The requirements are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read and understand the terms and conditions of this position.

Employee Name Printed: _____

Employee's Signature: _____ **Date:** _____

Original to Personnel File

File Copy to Employee

January 15, 2019

