

Certified Personnel Job Description

- POSITION TITLE:** Library / Media Specialist
- QUALIFICATIONS:** Shall hold a bachelor's degree or higher and the required Kentucky teacher certificate for the assigned position.
Shall hold Library / Media Certification Endorsement.
Shall have teaching experience in English or at least have extensive background knowledge in research and teaching research to students.
Library / Media experience preferred.
Shall demonstrate the ability to work effectively with students, peers, and adults.
Shall demonstrate the ability to communicate effectively with students, parent, and faculty.
- REPORTS TO:** Principal
- SUPERVISES:** Instructional Assistants
- PHYSICAL QUALIFICATIONS:**
Shall have the ability to lift, stoop, push, pull, any and all body movements as related to the job description.
- JOB GOAL:** To help students learn and grow.
- PERFORMANCE STANDARDS:**
Shall demonstrate professionalism.
Shall demonstrate proficiency in the management and administration of the library media center.
Shall provide exemplary resources through collection development.
Shall provide effective library media services.
Shall enable students to become effective information users.
Shall teach so all students have the opportunity to learn.
Shall assume responsibility for professional growth.
Shall demonstrate implementation of technology in teaching and learning.
Shall act in accordance with the by-laws and policies as set forth by the school/council/Ashland Independent Board of Education / school council policies.
Shall perform instructional duties as prescribed in the Ashland Independent Board of Education/school council policies.
Shall perform other duties as assigned by the Principal in accordance with the best interest of the school, students, and district.
- TERMS OF EMPLOYMENT:**
Salary and work year to be established by the board of education per the district's salary schedule.
Elementary/Middle School/High School – 195 days
- EVALUATION:** Performance of this position will be conducted in accordance with the board policy on Evaluation of Certified Personnel. Evaluation of Library / Media Specialists will be conducted by the building Principal or their designee.

Revised 4/24/2017