Job Description

**Position Title:** Library-Media Specialist

**Immediate Supervisor:** Building Principal

**Job Goal:** The school library-media specialist plans, directs, implements and evaluates the library program and other associated programs as directed by the principal. Additional teaching duties may be required in accordance with certification regulations.

**Qualifications:** Degree/coursework necessary to meet Connecticut library/media certification.

**Responsibilities:**

**The Collection:**
1. Selects, organizes, evaluates, acquires and deselects print, non-print and electronic information resources.
2. Maintains knowledge about current curriculum, uses it to make decisions about the collection and ensures that varying text levels and media formats are available to meet the range of student need.
3. Is familiar with student interests and trends and ensures that the collection reflects them as well as the classics and award winning books.
4. Creates annual and long range budgets that meet current needs and accommodate the ever changing world of information access and use.
5. Extends collection opportunities through inter library loans, networked resources, online services and articulation with external libraries including colleges and universities as appropriate.
6. Maintains an up-to-date and user friendly database and circulation system.

**The Environment:**
1. Creates a positive and welcoming environment in the library/media center through student and staff user friendly policies.
2. Arranges collection resources, technology and furnishings so that they support a variety of individual, small group and whole class activities.
3. Uses the environment to stimulate interest in new materials and underutilized resources and to showcase student work.
4. Promotes use of library/media center for academic purposes as well as personal reading and interest exploration.
5. Ensures that the media center environment integrates technology in its function.
The Instructional Role:
1. Provides direct instruction and support to students in the access of print and electronic resources.
2. Collaborates with faculty in the design and delivery of instruction related to library/media resources and the curriculum.
3. Encourages and initiates activities (book talks, book clubs, displays, guest authors, etc.) which promote literature and reading both within and beyond the school.
4. Instructs students in research and library media/ELA/technology skills as designated in the curricula.

The Consulting Role:
1. Provides consultation to staff in recommending and facilitating access of resources that support curriculum implementation including specific recommendations of leveled texts on given topics and themes.
2. Serves as a consultant to departments, teams and the school as a whole in the planning of projects and activities.
3. Participates in curriculum renewal.
4. Collaborates with other districts and public library media specialists.
5. Works with parents in promoting literacy interests including book fairs, etc.
6. Facilitates staff access to professional resources including subscriptions, online services and university resources.

Virtual Learning and Assessment (secondary level only):
1. Coordinates and manages all Advanced Placement testing in accordance with College Board guidelines.
2. Supervises the Virtual High School program, and the student participants, and all similar online learning opportunities.

Evaluation: Conducted according to Region 18 Teacher Evaluation Plan.

Revised October 16, 2023