

Coosa County Schools Job Description

JOB TITLE: LIBRARY MEDIA SPECIALIST

QUALIFICATIONS:

1. Valid certification in library science and/or library media.
2. Proficient on computers and current library software programs.
3. Cleared background check through FBI and ABI processes.

REPORTS TO: Principal

JOB GOAL: To provide for student and teacher access and utilization of comprehensive library media skills and services, which support the total school program.

PERFORMANCE RESPONSIBILITIES:

1. Regular and punctual attendance required; full compliance with system sick leave and personal leave policies.
2. Plan, organize, implement, and supervise the media program, collection, and staff of the school library media center.
3. Utilize computer software programs, Internet and other technology to accomplish goals of the program.
4. Prepare and administer a library budget using standard accounting procedures.
5. Evaluate and select a variety of materials and equipment based upon the curriculum needs and interests of the students, staff and administration.
6. Perform and/or coordinate the ordering, cataloging, processing and maintenance of media and equipment for circulation.
7. Maximize library functions by actively recruiting, training, and supervising student assistants and volunteers.
8. Collaborate with teachers in planning and teaching lessons and presenting activities based around student needs and the requirements of the course; maintain good classroom behavior.
9. Establish and maintain an accurate circulation system for media and equipment; maintain equipment and update equipment as required.
10. Schedule use of equipment, materials and space of the media to provide maximum access for students and faculty.
11. Work collaboratively with students and staff to integrate literacy skills and digital literacy skills; serve as resource specialist to students and teachers.
12. Maintain accurate inventories and indexes of the library media center's collection of materials and equipment utilizing library software.
13. Provide an environment conducive to inquiry, research, study and personal use by students and staff.
14. Promote the school library media program and resources to students, staff, and community.
15. Involve students, staff, and community in planning and evaluating the library media program.
16. Implement the requirements of state law, Board policies, and local school procedures.
17. Participate in professional growth and development activities including staff meetings, conferences and workshops as assigned; participate in library and technology centered professional development opportunities.

18. Complete and process required reports, forms, correspondence and other information in a timely manner.
19. Maintain compliance with Alabama State Library guidelines regarding instructional services and the library media center.
20. Provide flexible, real and virtual access to a wide range of informational resources both within the library media center and outside the school facility.
21. Maintain flexible scheduling to provide equitable access to all students and staff throughout the school day.
22. Maintain proper and professional relationship with students, parents, other employees, and the public.
23. Respect the confidentiality of information pertaining to students, staff, and school system.
24. Assume other duties as assigned by supervisor.

*In the event of unusual school circumstances (destruction due to weather, pandemic, other critical situations) other duties may be assigned in order to assist the continuation of educational and other school related functions as necessary.

It is the policy of the Coosa County Board of Education that no person shall, on the grounds of race, color, disability, gender, religion, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.