

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws.

Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

WEST PLAINS R-VII SCHOOL DISTRICT

JOB DESCRIPTION

POSITION TITLE: Library Media Center Specialist
REPORTS TO: Principal
DEPARTMENT: Library Science
LAST REVISED: February 7, 2012

PRIMARY DUTY

The Library Media Specialist provides leadership and expertise to ensure that the Library Media Center program is an integral part of the instructional program. Plans, directs, implements, and evaluates the library media program to enrich and support the learning experience of West Plains School District students, faculty and staff.

ESSENTIAL JOB FUNCTIONS include the following. Other duties may be assigned.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ❖ Formulates immediate and long-range goals and proposes implementation and evaluation.
- ❖ Utilizes the District's adopted selection policy to select, organize, distribute and maintain library materials and equipment.
- ❖ Selects, receives, and organizes books, multimedia, and other materials and equipment.
- ❖ Works within channels and structure of the school and District administration to maintain communication.
- ❖ Suggests appropriate books and multimedia to students for classroom assignments and personal access.
- ❖ Establishes a public relations program that informs both school and community of media program activities.
- ❖ Assists students and faculty with online searches and research projects.
- ❖ Maintains professional resources for teachers, informs them about new materials, involves them in purchasing decisions
- ❖ Researches technologies that will improve services.
- ❖ Fosters an atmosphere which encourages student and faculty usage and promotes learning.
- ❖ Assists in the selection of, training, scheduling, supervision and evaluation of building media support personnel, as well as student assistants and volunteers.
- ❖ Maintains a comprehensive and efficient system for cataloging all library materials.
- ❖ Organizes and maintains records of media acquisitions, circulations, etc. for inventory, maintenance and certification purposes.
- ❖ Assists teachers, students and staff in the production of supplementary teaching/learning materials.
- ❖ Prepares annual budget request for the LMC and submits it to the proper administration.
- ❖ Maintains a collection of publisher and A/V vendor catalogs in the media center.
- ❖ Recognizes and refers students encountering medical, physical and/or psychological problems seeking the assistance of District specialists as required.
- ❖ Establishes and maintains appropriate working relationships by actively communicating with parents.

- ❖ Assists in curriculum planning with other departments.

SECONDARY JOB FUNCTIONS include the following. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the secondary job functions.

- ❖ Participates in faculty and professional meetings, educational conferences, mentor programs and teacher training workshops.
- ❖ Attends staff meetings and serves on staff committees as required.
- ❖ Plans and supervises purposeful assignments for Library Secretaries, Library Clerks, Student Aides and Volunteers.
- ❖ Performs related duties such as sponsoring one or more co-curricular activities or student organizations, assisting pupils in selecting course of study, and counseling student in adjustment and academic problems.
- ❖ Contributes to the decisions made by the District and building regarding budget, facilities, curriculum, and personnel well-being.
- ❖ Maintains a physically and aesthetically attractive Library setting and exercises proper care of school equipment.
- ❖ Actively participates in PLC process and maintains professional development hours.
- ❖ Performs additional tasks and assumes such other responsibilities as assigned by the Principal.
- ❖ Voter registration

SUPERVISORY RESPONSIBILITIES in accordance with the District's policies and applicable laws.

- ❖ Supervises Library Secretaries, Library Clerks, Student Aides and Volunteers

EDUCATION and EXPERIENCE an equivalent combination of education, training and experience will be considered.

- ❖ Bachelor's degree (B.A.) from an accredited four-year College or University; a minimum of 1 year experience.
- ❖ Library Media Specialist Certification

KNOWLEDGE, SKILLS and ABILITIES which may be representative but not all inclusive of those commonly associated with this position.

- ❖ Language Ability: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of students.
- ❖ Math Ability: Basic math skills required.
- ❖ Active Listening: Ability to give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- ❖ Education and Training: Working knowledge of national and state legislation affecting the school library media program and apply this to library media center operations.
- ❖ Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written or oral form. Ability to deal with problems involving several concrete variables in standardized situations.
- ❖ Computer and Equipment Skills: To perform this job successfully, an individual should have knowledge and experience with word processing software; spreadsheet software; presentation software, development software, web page design software and the Internet. Additionally individuals will utilize standard office equipment including photocopiers, telephone systems and AV equipment, download pictures, creates multimedia presentations.
- ❖ Cataloging Abilities: Understand MARC cataloging and authority records, Dewey Decimal system, subject headings.

- ❖ Personnel Management: Skilled at developing, motivating, and directing people as they work.

COMPETENCIES to perform the job successfully, an individual should demonstrate the following competencies:

- ❖ Interpersonal - Focuses on solving conflict; maintains confidentiality; remains open to others' ideas and viewpoints.
- ❖ Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully
- ❖ Initiative - Volunteers readily; asks for and offers help when needed.
- ❖ Safety and Security - Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.
- ❖ Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions.
- ❖ Development - Assesses own strengths and weaknesses; strives to continuously build knowledge and skills; shares expertise with others.
- ❖ Written Communication - Writes clearly and informatively; able to read and interpret written information.
- ❖ Leadership - Inspires and motivates others to perform well; effectively influences actions and opinions of others; Inspires respect and trust; accepts feedback from others; provides vision and inspiration to students and peers; gives appropriate recognition to others.
- ❖ Ethics - Treats people with respect; works with integrity and ethically; upholds school District values.
- ❖ Adaptability - Adapts to changes in the work environment; changes approach or teaching method to best fit the situation.
- ❖ Attendance/Punctuality - Is consistently at work and on time.
- ❖ Judgment - Exhibits sound and accurate judgment; supports and explains reasoning for decisions.
- ❖ Mental toughness – Maintains composure, keeps emotions in check, controls anger, and avoids aggressive behavior, even in difficult and stressful situations.

EQUIPMENT USED TO PERFORM THE JOB which may be representative but not all inclusive of those commonly associated with this position.

- ❖ Standard office equipment including a facsimile machine, photocopier, telephone system and 10-key calculator.
- ❖ Personal computer, job-related software and printer.
- ❖ Library materials including A/V equipment, MARC Cataloging, overhead projectors, dry erase boards, bookshelves, bulletin board displays, televisions, DVD, VCR, LCD projectors, SMART Boards

WORK ENVIRONMENT environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- ❖ Exposed to minimal noise levels.
- ❖ This individual may be exposed to potentially hazardous bodily fluids.

PHYSICAL ABILITIES physical requirements commonly associated with the performance of the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ❖ The employee may frequently lift and/or move up to 50 pounds. The employee is frequently required to feel, grasp, push, reach with hands/arms, hear, talk, stoop, kneel, crawl, perform repetitive wrist, hand and/or finger movement, and move up or down from/to sitting position.
- ❖ Specific vision abilities required by this job include close vision and distance vision.

