

TRUSSVILLE CITY SCHOOLS
Job Description

POSITION TITLE: Library Media Specialist

QUALIFICATIONS: Valid Alabama Teacher's Certificate
Masters Degree with Certification in Library Media, K-12
ALA accredited preferred
Background as school Media Specialist
Experienced in instructional technologies
NCLB Criteria for Highly Qualified Teacher

REPORTS TO: Director of Instruction and Principal

JOB GOAL: To work as a library media specialist for students and other members of the school system community to ensure effective practices in the selection, use, and evaluation of materials that support and enhance the instructional program of the school system.

EVALUATION: Trussville City Board of Education Personnel Evaluation Plan

PERFORMANCE RESPONSIBILITIES:

1. Implements practices and procedures established by the Principal and Director of Instruction.
2. Plans, implements, monitors, and evaluates school library media programs.
3. Manages and operates the Library Media Center.
4. Provides guidance in the selection and acquisition of instructional materials in varying formats and levels of difficulty.
5. Develops, updates and publicizes the resources, services, and circulation policy of the Library Media Center and implements measures to ensure maximum use of the resources and services.
6. Monitors the circulation of resources and compiles monthly and annual statistical and program reports.
7. Assists in planning and conducting professional learning activities to ensure professional growth of school system personnel.
8. Provides leadership and guidance in the selection, use, and evaluation of new technologies to enhance instruction.

9. Keeps abreast of new and emerging technologies by reading professional journals, attending meetings, workshops, conferences, previewing and evaluating new products, and taking course work.
10. Develops a program to keep school personnel, parents, and the community abreast of media services special activities and program accomplishments and needs.
11. Serves as resource person on curricular committees.
12. Participates actively in professional library, media, and educational organizations.
13. Performs other duties as assigned by the Principal and or Director of Instruction.

Board Approved: May 2, 2005

Amended: February 7, 2011; April 17, 2017