

YAZOO COUNTY SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: Librarian/Media Specialist

TITLE OF SUPERVISOR: Principal

GENERAL RESPONSIBILITIES:

Provides each student with an enriched media center environment containing a wide variety and range of materials that will invite intellectual probing, growth, and aids all students in acquiring the skills needed to take full advantage of media resources.

SALARY: Salary is reflective of the Yazoo County School District salary schedule.

QUALIFICATIONS: Valid Mississippi Teacher License with appropriate endorsement for Media Librarian
At least three years of experience as a school librarian, preferred.

DESCRIPTION OF DUTIES:

1. Evaluates, selects, and requisitions new media center materials;
2. Assists teachers in the selection of books and other instructional materials;
3. Informs teachers and other staff members of new materials the media center acquires that can be used to enhance instruction;
4. Maintains a comprehensive and efficient system for cataloging all media center materials, and instructs teachers and students on use of the system;
5. Promotes appropriate conduct of students using media center facilities;
6. Helps students develop habits of independent reference work and develop skills in the use of reference materials in relation to planned assignments;
7. Presents and discusses materials with classes studying a particular topic, at the invitation of the teacher;
8. Participates in curriculum meetings, professional development in-service, etc.;

9. Conducts a workshop with teachers on how to integrate the media center into classroom instruction yearly;
10. Counsels with students and gives reading guidance to those who have special reading problems or specific intellectual interests;
11. Arranges frequently changing, book related displays and exhibits of interest to the media center patrons;
12. Organizes, maintains, and disseminates all media center materials and audio-visuals.
13. Assist students with media center assignments;
14. Works within a prescribed budget to maintain adequate media center services;
15. Formulates required inventories and reports annually and as requested;
16. Supervises student assistants in the performance of their duties, where applicable;
17. Assists instructional personnel in the use of the audio-visual equipment;
18. Researches and pursues grants that will enhance the district offerings to students (focused upon but not limited to media center resources and offerings);
19. Performs routine duties assigned to school staff;
20. Implement all components of the Mississippi Librarian Growth Rubric;
21. Performs other duties assigned by the principal.

UPDATED AND REVISED JULY 2, 2018