



5301 Monona Drive, Monona, WI 53716 P: 608-221-7660 F: 608-221-7688

Position Description

Position Title:	Library Media Specialist
Department / Location:	School Building
Reports to:	Building Principal and Director of Teaching & Learning
Employees Supervised:	None
Classification:	School year
Status:	Exempt
Created / Revised:	June 2025
Board Approved:	August 12, 2025

Position Summary

Under the direction of the Building Principal and the Director of Instruction, the Library Media Specialist collaborates with teachers and students to facilitate access to information in a wide variety of formats, instructs students in the skills necessary to think critically about information and to responsibly and safely use technology, and supports teachers and students. The Library Media Specialist also oversees the selection, organization, utilization, and maintenance of library, information, and curriculum resources.

Essential Functions and Responsibilities

This position description is not intended to be an exhaustive list of all duties, knowledge or skills associated with this position, but is intended to accurately reflect the essential job elements. Any combination of the job functions shown below may be performed.

Essential Functions

1. Serve as the catalyst for the integration of technology into all curricular areas as supported by the WI DPI Information and Technology Literacy standards.
2. Promote intellectual freedom and equity of access.
3. Promote ethical and responsible digital citizenship and use of intellectual property.
4. Evaluate, promote, and provide instruction and support around existing and emerging technologies to support teaching and learning.
5. Participate in district library media and information technology program evaluations and the creation and implementation of the district library plan.
6. Participate on district and school information and technology teams/committees.
7. Collaborate with teachers to pair district-adopted curricular resources with technology tools.

8. Share emerging technologies to support classroom-based and/or standardized assessments.
9. Assist in meeting the needs of diverse learners in collaboration with classroom teachers and specialists.
10. Provide direct instruction in library and/or classroom settings that models the effective use of instructional resources in teaching.
11. Promote resource sharing within the district and beyond the district. Obtain resources and information through interlibrary loan, information networks and other sources.
12. Provide coaching and/or professional development around the integration of technology for new and existing staff.
13. Identify, select, order, receive, process, and organize resources that support the curriculum.
14. Provide flexible and equitable access to information resources and learning tools.
15. Support distribution and daily use of 1:1 devices for all learners.
16. Establish policies and procedures for effective use of resources.
17. Responsibly manage Common School Funds and assist in managing the building library media budget.
18. Withdraw obsolete and worn out resources and equipment regularly. Inventory library media center resources annually.
19. Supervise library paraprofessionals and adult/student volunteers.
20. Develop a balanced library collection that is inclusive and representative of our community and their diverse points of view.
21. Continue to maintain and improve professional competence.
22. Maintain appropriate certifications and training hours as required.
23. Comply with applicable district, state, local and federal laws, rules and regulations.
24. Attend work regularly.
25. Perform other duties as assigned.

Additional Job Functions

1. Attend staff meetings and serve on committees as required.
2. Maintain knowledge of software and equipment used to perform duties, such as student information systems, word processing, database, spreadsheets, e-mail, and office equipment.
3. Know, understand and follow applicable safety policies and procedures, including but not limited to: proper lifting techniques, awareness of eye strain, use of proper wrist support when keyboarding for extended periods of time and office ergonomics.

Knowledge, Skills and Abilities

1. Ability to organize, catalogue, display, distribute and produce instructional materials.
2. Ability to select and provide access to a wide variety of materials which meet the needs of various learning situations.
3. Knowledge of and ability to teach information and technology literacy necessary for independent learning.
4. Ability to provide an environment conducive to quick accessibility, good study habits, and development of proficient media users.
5. Knowledge of civil rights relating to free access to materials and copyright laws.
6. Knowledge of and ability to work with technology and assist with integration in the classroom.
7. Understanding of basic office equipment and software used by the district in maintaining records and files (i.e. word processing software, student record databases).
8. Knowledge of instructional technologies and software, equipment, tools and devices used in presenting instruction, documenting assessments, and tracking student progress.
9. Excellent verbal and written communication skills.

Working Conditions

1. Classroom/school environment.

Physical Requirements

1. Must be able to sit or stand for prolonged periods.
2. Must be able to perform light physical work, occasionally lifting up to 30 pounds without assistance in an indoor setting.
3. Must be able to move throughout the building and from building to building.
4. Must be able to reach in all directions and bend/stoop to store and retrieve files, use telephone, calculator, computer and other office equipment.
5. Must be able to operate a computer and other office productivity machinery, such as a copy machine and computer printer.
6. Must be able to converse with administrators, staff, parents, and the public, and must be able to exchange accurate information with such individuals.
7. Must be able to review written materials in print and electronic formats.
8. Must be able to complete job duties in an environment where background noise and frequent interruptions are the norm.

Education and Experience

1. Previous experience as a Library Media Specialist preferred.
2. Experience working with diverse learners and supporting culturally responsive practices preferred.

Licenses and Certifications

1. Valid Wisconsin Department of Public Instruction Instructional Library Media Specialist license (1902), or eligibility to obtain appropriate license upon hire required.

EEO Statement

The MGSD does not discriminate on the basis of age, race, sex or sexual orientation, marital status, handicap, national origin, creed, arrest or conviction record, ancestry, member of military reserve, or any other reason prohibited by state or federal law.

Acknowledgement

By signing this job description, I acknowledge that I have read and understand the duties, qualifications and requirements of the position. My signature further attests that I am able to perform the essential functions of this position with or without a reasonable accommodation. I understand that this job description does not represent a contract of employment and that the Monona Grove School District reserves the right to change duties, responsibilities or activities with or without notice.

Employee Signature

Date Signed

Disclaimer: This position description is subject to change at any time.