



Job Title: Library Information/Media Specialist

Supervisor: Principal

Terms of Employment: 190 days

Job Summary:

The library information specialist is responsible for directing an effective library information program that meets contemporary learning needs. This leadership position demands the use of evidence to make informed decisions regarding literacy, instructional, and technology decisions.

Essential Duties:

1. Plan with teachers as cooperative partners to integrate curriculum content with resource use and information literacy skills.
2. Consult with students and staff regarding their needs and interests in relation to the selection and utilization of materials and equipment.
3. Provide library media center resources that will meet the informational, research, educational, and recreational needs of users.
4. Provide for the organization, circulation, and maintenance of resources.
5. Implement policies for effective use of technology through the organization of facilities and equipment, staff assistance, and as the facilitator of the technology committee.
6. Use direct, formal instruction and indirect, informal instruction to teach specific skills needed for use of the library media center and technology with students and staff.
7. Coordinate information retrieval for students and staff through print, audiovisual, and electronic sources.
8. Promote literacy and the enjoyment of reading, viewing, and listening.
9. Consult with the principal, assistant principal, and faculty members to formulate and implement a mission, philosophy, goals, and objectives for the library media program.
10. Participate as an active member of the School Improvement Team.
11. Participate in the development of a long-range technology plan for the school.
12. Analyze curriculum changes and advances in technology to meet the instructional needs of students.
13. Serve as technology liaison for the school.
14. Maintain an inventory of books, computers, equipment, audiovisual materials, and computer software.
15. Manage various financial accounts.
16. Prepare reports for the county and state.
17. Collaborate with teachers and students to encourage integration of reading, writing, oral, visual and information literacy skills into all areas of instruction.
18. Provide a library/media center, which is conducive to learning.
19. Participate in professional development opportunities.
20. Provide open access for students and instructional staff to the library media center throughout the school day.
21. Assist students in gathering, evaluating, synthesizing, and creating media in a variety of formats.



22. Plan, teach, and evaluate in collaboration with classroom teachers, cross-curricular information access skills.
23. Organize and circulate information technology materials and related equipment for easy accessibility.
24. Maintain a centralized, up-to-date bibliographic database for school information technology resources using automation.
25. Implement a public relations program, which promotes the use of the information technology center, services, and resources.

Other Duties:

Perform other duties as assigned by the Principal.

Job Specifications:

Performance of this job will be evaluated annually in accordance with provisions of the District's policy on Evaluation of Professional Personnel.

Minimum Qualifications (Knowledge, Skills and Abilities Required):

1. Bachelor's degree or master's degree from an accredited college or university.
2. Valid South Carolina certification for Media Specialist.
3. Successful completion of a technology competency exam.
4. Experience with managing school site collections and the selection/acquisition of materials and equipment.
5. Such other alternatives to the above as the Board and/or administration may find appropriate or acceptable.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to walk, sit, stand and reach with hands and arms, stoop or kneel, and crouch. Duties may involve risk resulting from attending to students' behavioral needs.

Additional physical requirements include the following:

- Physically capable of frequently lifting or moving up to 40 pounds.
- Sufficiently mobile to ensure the safety of students.
- Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus.
- Ability to sit and stand for extended periods of time.
- Manual dexterity for the purpose of using a telephone and data entry.
- Read a computer screen and printed material with or without vision aids.
- Hear and understand speech at normal levels and on the telephone.
- Speak in audible tones so that others may understand clearly in person and on the telephone.



Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Pay Grade: Teacher

Please click [here](#) for salary scales.

This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the appropriate administrator or supervisor. Horry County Schools reserves the right to update, revise or change this job description and related duties at any time without prior notice.

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