



Library Media Specialist

Purpose Statement

The Library Media Specialist coordinates library services and collaborates with classroom teachers to integrate library and technology resources into the curriculum. This role supports information literacy, reading development, and literature appreciation for students, ensuring equitable access to resources and information technology tools.

Supervisory Relationship

Reports to: Building Principal

Essential Functions

- **Implement Programs:** Execute library and technology programs in assigned building(s) based on district plans.
- **Promote Literacy:** Foster information literacy, reading development, and literature appreciation for students.
- **Supervise Operations:** Oversee the operation and maintenance of the library, including supervising and mentoring library staff, administering budgets and policies, and facilitating resource sharing among libraries.
- **Curriculum Integration:** Collaborate with educators to design and teach curriculum that integrates library and technology resources.
- **Create a Conducive Environment:** Provide an atmosphere conducive to the intellectual, physical, social, and emotional development of children.
- **Effective Communication:** Communicate, collaborate, and cooperate with supervisors, colleagues, students, and the community.
- **Prioritize Activities:** Organize library activities to best serve the needs of students and staff.
- **Ensure Equity:** Emphasize curriculum integration, student achievement, and equitable access to resources and information technology tools for all students and staff.
- **Manage Cataloging:** Oversee cataloging procedures based on district plans.
- **Stay Current:** Keep updated on library technology services that benefit staff and students.
- **Coordinate Instruction:** Provide instruction for students and staff on new information technology and associated district policies.
- **Adhere to School Policies:** Follow school policies and procedures.
- **Attendance:** This position requires prompt and consistent attendance.
- **Perform Other Duties:** Undertake additional tasks as assigned to support the effective operation of the work unit.

Job Requirements: Minimum Qualifications

Skills

- Proficiency in operating automated library systems and using current educational strategies and technologies.
- Effective communication and collaboration skills.

Knowledge

- Understanding of library practices, information literacy, and educational technology.
- Knowledge of cybersecurity principles.

Abilities

- Lift 20 pounds.
- Work flexibly with diverse individuals.
- Adapt to changing work priorities and manage interruptions effectively.

Responsibility

Work under direct supervision using standardized routines. Lead, guide, and coordinate others. Operate within a defined budget. Utilize resources from other work units as needed. Have a continual impact on the organization's services.

Work Environment

The job requires occasional lifting up to 20 pounds, carrying, pushing, and/or pulling. Frequent stooping, kneeling, crouching, and/or crawling. Significant fine finger dexterity. Generally involves 10% sitting, 70% walking, and 20% standing. The job is performed under conditions with exposure to risk of injury and/or illness and in a clean atmosphere.

Experience

Experience in automated library systems, current educational strategies and technologies, and administration of personnel.

Education

Bachelor's degree in elementary, middle, or secondary education

Certificates and Licenses

Valid ND teaching certificate

Library Media Specialist credential or a plan in place to obtain this credential

Cybersecurity Credential or the ability to obtain this credential

Continuing Education/Training

Participate in ongoing training as required

Maintain certificates and/or licenses

Clearances

Criminal Justice/Fingerprint Background Clearance

FLSA Status

Exempt

Salary Grade

Teacher salary schedule