

OLEAN CITY SCHOOL DISTRICT
410 West Sullivan Street • Olean, New York 14760
<http://www.oleanschools.org>

General Information (716) 375-8000
Fax (716) 375-8047



JOB DESCRIPTION

School Library Media Specialist

QUALIFICATIONS:

1. NYS Certification – School Library Media Specialist K-12,
2. Familiarity with school library services and programs
3. Experience with providing library services for K-12 students

RESPONSIBLE TO: Building Principal

GENERAL RESPONSIBILITIES:

- A. Maintain a functional library program in the building.
- B. Conduct on-going reviews of the library collection in the school and works at balancing the collection based on the needs of the building.
- C. Maintains an up-to-date inventory of equipment and materials and routinely discard obsolete and worn materials and equipment from the Library Media Center.
- D. Promotes the use of print, electronic and other non-print resources throughout the building.
- E. Prepares and maintains the Library budget in conjunction with the building principal.
- F. Evaluates, selects and requisitions new materials for the Library Media Center.
- G. Consults with teachers on the selection and acquisition of books, materials, and digital media for the building's collection.
- H. Keeps current on all types of educational materials in electronic as well as print media, and remains up-to-date on trends and practices regarding their use.



- I. Assist in the care and operation of equipment.
- J. Organizes the storage and handling of equipment and materials for availability, convenience and effective use.
- K. Serve as instructional resource consultant and information specialist to teachers and students.
- L. Support teacher instructional plans to coordinate and integrate effectively library services across the curriculum.
- M. Provide group instruction and individual user guidance for location of resources and development of research techniques.
- N. Provide orientation for students in how to retrieve, evaluate and use information
- O. Promote literacy and the enjoyment of reading.
- P. Train user to develop searching and retrieval skills to obtain information from selected on-line and network databases.
- Q. Create a library media center environment that is conducive to learning and appropriate to the maturity and interests of students, and promotes appropriate conduct of students using the library facilities.
- R. Active in library professional associations on the local, regional and state level.
- S. Effectively communicate with building and district administrators and other library media specialists.
- T. Notify faculty and students of new materials, services, and equipment
- U. Develop and coordinate a continuing evaluation of the library media program and implement changes based on the findings.
- V. Attend professional workshops, conferences, and seminars to gain knowledge of new developments and incorporate the most appropriate concepts into the Library Media Center program.
- W. Process and organize all media according to accepted district procedure.
- X. Understand and operate computer systems for research, circulation of media and collection management.
- Y. Produce and duplicate media adhering to copyright laws and informs staff and students of copyright laws.
- Z. Supervise Library Aides / Aides in the performance of their duties.
- AA. Establishes and maintains cooperative, positive relationships with those contacted in the course of work.
- BB. Maintains confidentiality.
- CC. Other duties as assigned by supervisor

TERMS OF EMPLOYMENT: 10-month position; salary and work year to be established by the Board

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

Approved by: _____

Date: _____

Reviewed and agreed to by: _____

Date: _____

