Wilton-Lyndeborough Cooperative School District
School Administrative Unit # 63

Job Description

Position: Middle/High School Library Media Specialist

Reports To: Principal

Qualifications:

Minimum: Bachelor's Degree, with library experience; Valid NH Department of Education certification, Endorsement as a Library Media Specialist, or Statement of Eligibility for such certification

Preferred: Master's degree in Library Science or related field

Physical Demands:

- Ability to lift boxes of books
- Ability to bend to put books away on shelves

Background Check: Candidates will need to successfully pass a background investigation to include fingerprint and criminal history evaluation.

General Duties & Responsibilities:

Instructional:

- Teaches a daily Library Skills course to middle school students.
- Create a curriculum for a daily class to teach students information about the library, about finding and citing sources, and about evaluating and using the internet effectively
- Teaches media literacy skills in the retrieval, evaluation, and utilization of information to enable students to become independent learners.
- Teaches students about the general functioning of the library, as well as using online technologies effectively.
- Integrates library/media skills instruction with the curriculum.
- Classes and assignments must meet national and state standards for effective instruction.

Collection Development:

- Develops selection policies that reflect curricular and instructional objectives, and informational and recreational needs of students and teachers.
- Develops criteria for evaluating and selecting specific print and non-print materials and equipment.

This job description is not intended to be all-inclusive and employees may perform other tasks and assume other responsibilities as assigned by the supervisor.

- Maintains standards for a quality collection that reflects the larger world, as well as the community.
- Encourages students to read by purchasing books they are interested in, and by asking for book recommendations.
- Develops a collection of bibliographic aids, tools, and other sources to obtain current reviews and information about materials and equipment.
- Develops and implements procedures for preview, evaluation, selection and acquisition of materials and equipment consistent with the district policy.
- Re-evaluates and maintains materials and equipment regularly.
- Researches and evaluates online tools and databases for effectiveness, quality, and appropriateness. Subscribes to databases that provide information and citations for students and staff.
- Annually reevaluates subscriptions for use, and maintains subscriptions within budget and in a timely manner.
- Teaches staff and students how to use online resources effectively.

Collection Maintenance:

- Purchases, catalogs and shelves all books and materials accurately according to established guidelines. Utilizes publication reviews, national and local awards, and trusted sources to improve collection.
- Establishes a system for cataloging books to include call numbers and locations.
- Implements procedures for initial processing, circulation, maintenance, service, and inventory of equipment and materials.
- Promotes library collection through book displays, signage, and updated website information. Creates monthly displays based on themes and new books.

Library Administration:

- Assesses the informational and instructional needs of students and teachers based on the established curriculum. Improves collection based on class goals and needs.
- Establishes short and long range goals based on identified needs; the goals and objectives of the school district, state, and national guidelines, and research findings.
- Prepares, justifies, and administers a library media program budget.
- Develops procedures that assure optimum use of materials, equipment, facilities, and staff to support the curriculum.
- Adheres to federal and state laws pertaining to media, including those regarding copyright, privacy, and access to materials.
- Prepares statistical records and written reports annually to track and promote library usage.

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- Assesses, and implements the use of new technologies for library media center management, educational applications, and information retrieval. Trains students and staff on how to use new resources.
- Evaluates the library media program based on established goals and standards.

Leadership and Community

- Participates in the continual development of the curriculum.
- Communicates the philosophy and goals of the school library media program to the students, staff, and community at large.
- Informs the school community of materials, equipment, and research, including current developments in the field of instructional technology.
- Informs teachers and staff about new technology and resources
- Attends faculty and department meetings, and works with teachers as often as possible on curriculum development and informational needs

Evaluation: Performance of duty responsibilities will be reviewed annually.

assume other responsibilities as assigned by the supervisor.