Wilton-Lyndeborough Cooperative School District
School Administrative Unit # 63

Job Description

Position: Elementary 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: NA

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

General Duties & Responsibilities:

The School Librarian shall oversee the Library Media Center and teach library classes, and other classes as assigned, to elementary grade level students. They shall provide students with an enriched library media environment containing a wide variety and range of materials and technologies to encourage intellectual growth and literacy, and to aid all students in developing the skills needed to take full advantage of the library/media resources available.

Except as specifically noted, the following functions are considered essential to this position:

- Instructs students in manual and electronic skills in the retrieval, evaluation, and utilization of information to enable students to become independent learners.
- Provides specific information and resources in response to reference requests and recommends resources that support the curriculum.
- Collaborates with other educators to provide experiences, materials, and resources to support cross-curricular learning.
- Provides studies of multiple authors, illustrators, and genres of literature.
- Promotes the use of state and national award winning and award nominated books.
- Strives to promote a desire for students to become life-long readers and learners.
- Instructs elementary grade level students in library classes including research, literature appreciation, and information literacy.
- Integrates the teaching of library/media skills into the curriculum.
- Administers the library media program supplies and media budgets.

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.

- Selects, curates, and maintains a collection of materials that reflect curricular and instructional objectives, informational, and recreational needs of students and teachers.
- Responsible for manually and electronically classifying, cataloging, and maintaining all print and non-print media.
- Trains, supervises, and evaluates support staff, volunteers, and student helpers.
- Understands copyright, fair use, and licensing of intellectual property, and assists users with their understanding of these laws.
- Encourages students and staff in reading and literature appreciation.
- Analyzes the needs of the school, maintains inventories of materials and equipment to meet the needs and manages the maintenance of materials in the Library Media Center.
- Responsible for the requisition /ordering of Library Media Center materials, supplies, and media.

Evaluation: Performance of duty responsibilities will be reviewed annually.

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.