

WASHINGTON SCHOOL DISTRICT JOB DESCRIPTION

LIBRARY MEDIA SPECIALIST

Title: Library Media Specialist

Qualifications:

1. Minimum of Master's degree from an accredited college or university accredited by the American Library Association.
2. Satisfactory student teaching experience or a history of successful classroom teaching.
3. Knowledge of teaching and learning theories, psychology of learning and development, instructional development, curriculum development, learning needs of special populations, and research as applied to educational practices, and the use of education media and library service.
4. New Hampshire certification or eligibility to hold NH Certification as a library medial specialist.

Reports To: Building Principal

Supervises: Paraprofessional library staff, volunteers and student assistants.

Job Goal: The roles of the School Library Media Specialist are to be an instructional partner, information specialist, teacher and program administrator to ensure that the media center is aligned with the mission, goals and objectives of the school and district.

Performance Responsibilities:

Program Management –

1. The educational specialist manages time effectively and provides services in a timely manner.
 - Demonstrates effective time management regarding varied roles regarding library instruction, administrative duties, and direct services with students and staff.
 - Maintains a working calendar and effective scheduling system consistent with staff/student needs.
 - Completes reports and updates records/collection in a timely manner.
 - Makes resources, materials, and equipment available in a timely manner.
2. The educational specialist, in consultation with the building principal, assists in planning, developing, implementing, and/or following up on interventions, programs, and/or media center services and operations for students/staff.
 - Provides an appropriate learning environment through promoting appropriate behavior and correcting disruptive behavior.
 - Plans, organizes, and implements effective instructional programs and services for student/staff.
 - Organizes materials and resources to ensure ease of accessibility for staff/students.
 - The educational specialist administers the annual budget for media materials and services based on District and building goals, coordinate requisitions for such materials and equipment and services and maintains an accurate record of expenditures. Participates in the annual budgeting process and makes recommendations for library/media equipment and materials.
 - Maintains the building collection of materials and equipment in good condition through inventory, weeding, repairing and utilizing recognized techniques for collection development. .
 - Orients, trains, and supervises library/media center personnel.
3. The educational specialist maintains accurate, complete, and timely records as required by law, district policy, and administrative directions.
 - Demonstrates knowledge of applicable local, state, and federal policies and procedures.
 - Follows procedures for selecting, acquiring, and cataloging materials and resources.
 - Maintains records of student media center usage.

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- Maintains current and efficient inventory and data collection records.

Direct Services and Instruction –

1. The educational specialist demonstrates current, accurate, and comprehensive knowledge consistent with the profession.
 - Demonstrates knowledge of appropriate curriculum, materials, and sources for specific grade levels.
 - Exercises a leadership role in encouraging utilization of media by students and staff.
 - Works cooperatively with teachers in the design and preparation of units of study.
 - Plans for successful instructional programs and provides necessary materials/resources.
 - Plans lessons that provide effective instruction, presentation, and application activities to orient users to available resources and materials.
 - Provides in-service training for staff to ensure effective application and utilization of materials/resources/media center.
2. The educational specialist interprets policies, programs, and procedures related to the delivery of services.
 - Establishes and implements policies and procedures related to circulation, scheduling, and preservation of materials.
 - Keeps efficient and effective records of inventory.
 - Establishes and implements effective cataloging system.
 - Provides statistical information as requested.
 - Follows policies and procedures for allocating resources outside the school.
3. The educational specialist seeks, selects, and uses resources compatible with student/program needs.
 - Ensures availability of necessary and appropriate materials/resources in accordance with staff/student needs.
 - Acquires supplies/materials/equipment necessary for the library/media center.
 - Uses/integrates technology into media programs.
 - Demonstrates knowledge of quality, innovative resources including new and improved technology.
4. The educational specialist uses a variety of strategies or approaches to meet the needs of students.
 - Provides library/media center orientations for students and staff.
 - Ensures that resources, materials, media center, and media center staff are readily accessible to all students and staff.
 - Cooperates in the facilitation of student learning activities which may be done in the classroom as well as in the media center to meet a variety of students needs, interests, and abilities.
 - Assists teachers and students in the selection and location of appropriate materials, resources, and programs related to their needs.
 - Presents effective lessons, through providing appropriate accommodations, learning strategies, and instructional methods for diverse cultural backgrounds and special needs.
5. The educational specialist provides effective leadership of the program.
 - Oversees library media center facility and related programs, services, and materials to ensure quality service to the school.
 - Directs media center staff in performing responsibilities and tasks efficiently and effectively.
 - Serves as leader and catalyst in enhancing the instructional programs of the school.

Assessment –

1. The educational specialist assesses and documents attainment of program objective(s).
 - Plans and implements evaluation to ensure effectiveness of the media program.
 - Evaluates efficiency and effectiveness through ongoing formal and informal evaluation of facilities, services, programs, and materials.
 - Develops and implements plans for growth and change in accordance with evaluation.
2. The educational specialist demonstrates proficiency in administering, scoring/evaluating, and interpreting data from instruments or records.

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- Obtains and evaluates data of feedback from staff, students, and parents concerning program effectiveness.
 - Measures student progress/development through a variety of assessment techniques.
 - Maintains accurate records/reports on the inventory of media materials and equipment.
 - Maintains an accurate data circulation system and circulation statistics
 - Assesses records, goals, and objectives of program to ensure quality service.
3. The educational specialist uses assessment information for decision making.
 - Uses student assessment results to further develop and/or modify instruction.
 - Uses circulation data/statistics to improve system.
 - Uses data for developing budget and allocating resources.
 - Collects and analyzes data to identify program effectiveness and necessary modifications.
 4. The educational specialist uses evaluation to improve the delivery of services.
 - Periodically assesses and evaluates the collection of materials and resources to ensure that the needs of students and staff are being met regarding instructional program needs.
 - Evaluates and reflects on lesson plans/units of instruction.
 - Evaluates quality of staff performance, facilities, and programs to ensure superior service.

Collaboration –

1. The educational specialist consults with students, families, and school staff to assist in meeting needs of students.
 - Serves as a resource for families regarding media/library resource needs for students.
 - Considers/recommends parent requests for services regarding materials, resources, and programs.
 - Assists families/staff in finding available media/library resources both in the media center and outside the school.
 - Provides programs/workshops for parents/school personnel when appropriate.
2. The educational specialist seeks input from school personnel concerning functioning of school programs.
 - Collaborates with school staff and other service providers to reach educational, instructional, and developmental decisions in the best interest of the student.
 - Serves on school-based committees and attends meetings/conferences when required/ requested.
 - Provides assistance to teacher/teams in planning educational/instructional strategies for students.
3. The educational specialist serves as a liaison between the school and relevant community services and/or agencies to facilitate services.
 - Establishes/maintains collaborative relationships with other service providers to facilitate program integration.
 - Works with community agencies/libraries for effective use of their resources and facilities.
 - Promotes/participates in community activities/groups as a representative of the school/media center.
 - Communicates with community professionals regarding staff/student/family needs for resources/materials.
4. The educational specialist uses effective communication techniques.
 - Demonstrates positive interpersonal communication skills with students, families, personnel, and community.
 - Initiates communication with parents, school personnel, and community agencies when appropriate.
 - Responds promptly to student, family, and staff concerns.
 - Informs/involves students and parents in library/media center programs.
 - Uses effective written, verbal, and nonverbal communication skills.
 - Provides in-service as needed in use of media equipment for faculty and students, as well as production and development of the curricular program.

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Professionalism –

1. The educational specialist adheres to professional, legal, and ethical standards.
 - Demonstrates good character/integrity, assumes responsibility for personal actions, and maintains a professional appearance.
 - Upholds professional standards of the profession.
 - Represents the library/media center/school favorably in the school/district/community.
2. The educational specialist demonstrates professional growth through participating in a meaningful and continuous process of professional development.
 - Participates in workshops, seminars, and continuing education courses as appropriate.
 - Maintains proper licensure and certification.
 - Uses self-evaluation to identify personal strengths and weaknesses.
 - Continues to pursue educational studies to explore and apply knowledge about new or improved techniques and strategies.
 - Trains others/shares professional perspectives and knowledge through publications/ presentations.
 - Contributes to the professional development of others through sharing of expertise (e.g., supervising interns).
3. The educational specialist fosters an organized and positive environment.
 - Promotes quality of services and programs.
 - Ensures a clean, safe, organized, helpful, and appropriate environment/facility for working with students.
 - Promotes practices that help students and families of all backgrounds feel welcomed and appreciated in the school community.
 - Enforces rules of conduct/standards of acceptable behavior.

Working Environment:

While performing the duties of this job, the employee will constantly bend neck and back, use hands for repetitive grasping and pushing/pulling. The employee is frequently required to stand/walk, squat, kneel, use hands for fine manipulation. The work requires some physical exertion such as long periods of standing; recurring bending, crouching, stooping, stretching, reaching or similar activities; recurring lifting of moderately heavy items such as books. Potentially exposed to ordinary infectious diseases as carried by students; exposed to student noise levels. Required to work outdoors in inclement weather; required to stand for prolonged periods. Duties may be occasionally performed on field trips away from school.

Evaluation: Annual

Contract: Per Washington Elementary School Compensation Handbook