

## 358 LIBRARY MEDIA SPECIALIST

REPORTS TO: Building Principal, Director of Technology

### JOB SUMMARY:

The Library media Specialist (LMS) is in charge of administering the budget, collection, and physical facility in which s/he works. The LMS also works with the faculty, staff and students to promote a systematic research procedure followed throughout the district. The LMS is a teacher librarian who provides the latest in information technology literacy to those in his/her building.

### PRINCIPLE DUTIES AND RESPONSIBILITIES:

#### **Administration:**

1. Establish rapport with school staff, students and community.
2. Establish short and long range goals in terms of district guidelines and school objectives.
3. Supervise LMC staff.
4. Recruit, select, train and motivate adult and student volunteers.
5. Invite and accept suggestions from teaching staff about the services that the LMC provides.
6. Develop resource center facilities to support the objectives of the instructional program.
7. Plan for efficient use of space and equipment and for appropriate security for learning resources.
8. Plan and manage a flexible budget, which reflects the instructional program.
9. Organize and develop staff, collections, budget, facilities and services to achieve objectives.
10. Prepare oral and written reports on the LMC program.
11. Provide an environment conducive to learning.
12. Involve school staff in the evaluation of the effectiveness of the LMC programs in terms of district guidelines and school objectives.
13. Work with administration and staff to implement a technologically advanced facility and program.
14. Serve on school technology committee.
15. Provide in service for teachers demonstrating how to use information literacy resources and technology.

#### **Information Access**

1. Create and maintain a collection development process, which includes such aspects as maintaining accurate and current catalogs and records, weeding, and inventories.
2. Provide leadership in adhering to established policies, laws, principles of intellectual freedom and ethical behavior.

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3. Select and provide resources and technologies needed to integrate and produce authentic learning experiences.
4. Develop a working relationship with public libraries, specialized libraries, other resource centers, community organizations, resource people and district resource services.
5. Locate specific information and resources found outside the school.
6. Participate in cooperative and coordinated projects within the district, which involve the sharing of ideas, experiences and learning resources.

### **Promotion of the Effective Use of Learning Material and Services**

1. Develop an informational and public relations program for staff, students and the community.
2. Capitalize on themes through special promotions and media celebrations.
3. Develop bulletin boards, displays and other publicity materials.

### **Cooperative Program Planning and Teaching**

1. Perform the duties of information specialist, teacher, and instructional consultant as a specialist in learning literacy resources and strategies.
2. Collaborates with teachers to integrate research, information retrieval skills, and literature appreciation into the curriculum.
3. Utilize current research and methods in the areas of technology, library and information resources, and learning and teaching.
4. Attend workshops and reads professionally to be a resource for technology and literacy concerns of the school.
5. Exercise leadership and serves as a catalyst in the instructional program, providing services to students and staff.
6. Use a variety of materials and activities to stimulate and maximize learning to help students achieve educational and personal goals.
7. Encourage students to use print and non-print resources on assignments.

### **Professionalism and Leadership**

1. Applies specific research findings and the principles of research to the development and improvement of library media center services.
2. Maintain and enhances professional knowledge in technology and trends in information literacy by participating in professional organizations and activities which relate to the library media program and technology.
3. Perform other responsibilities as assigned by the building principal and/or Director of Technology.

1<sup>st</sup> Reading – May 14<sup>th</sup>, 2007

2<sup>nd</sup> Reading – June 11, 2007

Approved – June 11, 2007

Portage Community Schools

Section 358 – Library Media Specialist