

POSITION DESCRIPTION

TITLE:	Library Media Specialist	SUPERVISOR:	Building Principal
DEPARTMENT:	Elementary and Secondary Schools	CLASSIFICATION:	Certified

JOB OBJECTIVE: Organize and deliver a quality K-12 Library Media Center program. Maximize its usefulness in providing an optimal learning environment for students by working together with teachers to help students acquire the skills needed to become information literate and successful.

I. Position Characteristics:

Salary: To Be Determined
Length of Contract: 188 Days + 15 Days Extended Contract
Additional Districts: Responsible for the budget, overseeing the acquisition of materials and library program for grades K-12 in the Spencer School District.
*Requires travel to Spencer 1 day each week throughout the school year.

II. Position Relationships:

Reports to: Administration
Coordinates with: Administration, school district staff, program support teachers, specialists, parents and families.

IV. Position Qualifications:

A. Required Qualifications:
Wisconsin Department of Public Instruction teaching certification 902- K-12 Library Media Specialist

V. Position Responsibilities:

A. District Responsibilities

1. Plan, implement and evaluate the instructional library program and materials that support the school mission and classroom curriculum
2. Manage and train library paraprofessionals in library procedures to ensure the smooth and efficient operation of the library
3. Prepare annual district library budget
4. Purchase materials that follows guidelines and protocols set forth by the Common School Fund
5. Maintain the district circulation system (Destiny Administrator) including set-up, circulation procedures, reports, inventory and updates/upgrades
6. Oversee the maintenance and organization of the library inventory for maximum accessibility and availability- including acquisition and weeding of all materials
7. Oversee the cataloging of materials purchased by the library- including bibliographic records, item types, importing MARC records, WISCAT, and vendors
8. Oversee the Inter-library Loan program (WISCAT)
9. Provide staff development for technology, databases, and other materials purchased for the library to be used with students that support curriculum

10. Update and maintain district library website to allow for ease of access to materials
11. Serve as district copyright officer- advise students and staff on fair use of items protected by the copyright law
12. Promote Intellectual Freedom and provide support for staff on censorship issues or requests for Reconsideration of Materials. (which requires a district approved Library Reconsideration Policy)
13. Provide leadership in the vision and integration of Information and Literacy Standards in all curriculum areas
14. Evaluate and incorporate emerging technologies that improve workflow and efficiency for staff and students.
15. Participate on district teams and committees related to information and technology (when requested)
16. Other duties as directed by administration

B. Instructional Responsibilities

1. Promote a love a reading and respect for library
2. Present materials/databases available and offer classroom support with classes studying a particular topic (with the invitation of the teacher)
3. Collaborate in planning and implementing the Information Technology and Literacy Skills with classroom teachers to include for students an appreciation of resources, information retrieval and use
4. Offer a variety of service delivery including classroom visits, individual and small group instruction
5. Provide guidance in the use of all library materials and technology available- the mechanical care and operation, their educational use, and development of

C. Professional Responsibilities

1. Participate in workshops, webinars, WEMTA conventions to remain current with laws, programs, trends related to the library program
2. Collaborate with local, regional and state library professionals
3. Actively participate in library media and other educational associations on the local, regional, state, and national level to inform staff and students of new developments and trends in the field of library media instruction
4. Continue learning and expanding knowledge in library media