

Library Media Specialist

Certified Position - 1060

<u>Salary</u> Per Certified Salary Schedule	<u>Days</u> 198	<u>Reports to:</u> Principal
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SCOPE OF RESPONSIBILITIES

Maintain an enriched library environment containing a wide variety and range of materials that invites intellectual growth and aids all students in acquiring the skills needed to take full advantage of media center resources

PERFORMANCE RESPONSIBILITIES / ESSENTIAL FUNCTIONS

1. Develops short and long-range goals which guide the development of the LMC
2. Develops and implements policies and procedures for the operation of the LMC
3. Maintains a technologically advanced facility and program
4. Trains and supervises clerks, student assistants, and adult volunteers to perform duties efficiently
5. Selects materials and technology which support the school's curriculum and educational philosophy
6. Withdraws obsolete materials
7. Classified, catalogs, processes, and organizes for circulations the education media and technology
8. Establishes and follows procedures for maintenance and repair of all media
9. Maintains a current inventory of holdings
10. Prepares and submits reports to administrators as needed to promote short and long-term goals
11. Prepares and administers budgets according to needs of LMC
12. Evaluates LMC programs, services, facilities and materials to ensure optimum use
13. Maintains the LMC to be functional, attractive, and orderly environment which encourages maximum use
14. Manages student's behavior in a constructive manner
15. Serves as an instructional resource consultant and media specialist to teachers and students
16. Establishes methods for flexible scheduling of classes and students to promote use by individuals, small groups, and whole classes
17. Serves on committees involved with designing learning activities for students, curriculum revision, and/or textbook adoption
18. Plans and/or participates in special projects or proposals
19. Plans cooperatively with teachers to incorporate research, informational retrieval skills, and literature appreciation
20. Plans units with teachers which stress whole language and interdisciplinary strategies
21. Provides professional development and LMC orientation
22. Provides access to professional materials and information for school staff
23. Adheres to established laws, policies, rules and regulations
24. Submits accurate reports promptly
25. Participates in various professional organizations which relate to library media and technology
26. Utilizes current research and methods in areas of technology, teaching, learning, and library and information science
27. Promotes a positive relationship with students, staff, and community
28. Publicizes the LMC programs, services and materials through newsletter, announcements, and in other innovative ways
29. Networks with other libraries and shares resources
30. Submits to administrators/SBDM and faculty statistical report which support LMC goals and programs
31. Utilize Positive Behavior Interventions and Supports (PBIS) as outlined at the school/district
32. Maintains regular and predictable attendance
33. Adheres to the professional code of ethics
34. Successfully utilizes technology as appropriate in job function

35. Performs and other such duties as so designated by the Principal

MINIMUM QUALIFICATIONS

1. Kentucky certificate, license, or other legal credential required

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Certified Personnel.