

School Library Media Specialist

The mission of the library media program is to ensure that students and staff are effective users of ideas and information.

Qualifications: Valid library media specialist license

Reports to: Building Principals (K-5 or 6-12)

Job Goal: Coordinate the library media program at the building level (K-5 or 6-12).

Responsibilities:

Administrative:

Planning the school library media program

- arranging for flexible scheduling of facilities, staff and resources to meet the needs of individual, small and large groups for research, browsing, recreational reading, viewing, or listening at the point of need
- establishing and maintaining circulation procedures, hours of operations, rules, disciplinary policies, and library media policies and procedures
- coordinating a program for integrating information and technology literacy standards with the total educational program
- preparing orientation and inservice activities
- evaluating the program with representatives of faculty, students and parents and making recommendations for improvement
- developing a long-range plan that includes a broad view of the entire school curriculum

Ensuring equal information access

- implementing policies that respect the rights of users to confidentiality and unrestricted access to information resources
- making resources available to students and teachers through a systematically developed and organized collection of library media materials supplemented with resources available outside the school

Establishing ongoing inservice education and staff development for teachers on the use of instructional materials and technology

Providing orientation programs for new students and faculty

Promoting and facilitating communication about the library media program, services and materials

- maintaining a positive relationship with students, staff and community
- developing bulletin boards and displays
- creating announcements, newsletters, brochures, and newspaper publicity as appropriate
- organizing special activities, such as book talks, author visits, and reading incentives

- planning, designing, and arranging school library media centers and resources in a manner that supports the mission, goals, and objectives of the school and maximizes intellectual and physical access

Preparing and administering the budget

- determining resources needed to achieve the library media program goals and objectives that meet the needs and interests of the school community
- verifying orders and payments
- maintaining records of expenditures

Cooperating with school and local libraries and library systems

Participating in recruiting, hiring, training, and supervising clerical help, student assistants, and volunteers

Assisting the district library media specialist in the operation of the library media programs

Educational

Providing services, resources, and guidance to students and teachers

- developing a balanced collection representative of diverse points of view and conscious of our pluralistic society in accordance with the district materials selection policy and curricular needs
- evaluating the collection for obsolete materials and weeding as necessary
- answering reference questions
- introducing and promoting resources and preparing bibliographies
- providing ongoing individual or group instruction in technology and media literacy skills, research strategies, and use of resources and equipment
- providing day-to-day guidance in identifying, locating, using and interpreting information in the LMC and locations beyond the school
- aids students in communicating the results of their research in a variety of formats
- collaborating with teachers in designing, teaching and evaluating instructional units incorporating content-area and information-skill, technology and media literacy objectives
- developing programs to motivate reading, listening, viewing, and communication skills, leading to lifelong learning and library use
- promoting the use of technology as an information resource, instructional tool for student learning and in professional development

Promoting the principles of intellectual freedom and ethical behavior

Creating and fostering an environment conducive to learning

- uses a variety of materials and activities to stimulate and maximize learning to help students to achieve educational and personal goals
- works with students of all grade and ability levels across content areas

Provides staff development in the use of instructional resources and new information technologies

Professional

- demonstrating professional integrity through ethical behavior
- keeping current in the field by participating in professional organizations and activities, such as continuing education courses, conventions, seminars, inservice, workshops and collegial groups both in education and librarianship
- keeping abreast of current literature and new technologies
- functioning as a district/school resource for issues regarding copyright and intellectual freedom
- attending faculty meetings and other appropriate staff meetings and maintaining strong professional relationships with faculty and administrative staff

The District will designate a District Library Media Director who will be responsible for communicating with the Department of Public Instruction regarding library media issues, coordinating and evaluating district library media programs, delivering district instructional materials (i.e. electronic resources, periodicals and newspapers), representing the district at professional meetings, conferences and seminars, and monitoring, communicating and implementing trends in education and librarianship.

Adopted: 1-22-1990
Revised; 5-7-2001