

# **School Media Specialist**

## **Sample Job Description**

### **Administrative**

- Establishes annual and long-range goals for the school library media program.
- Plans, arranges, administers, operates, and supervises the library media center, developing policy for efficient operation and optimal service.
- Utilizes the district's adopted selection policy to develop a collection of resources that enhance teaching and learning.
- Seeks input from administrators and teachers in budgeting, program planning, and collection development of print and non-print materials.
- Maintains accurate records of library media center holdings, including acquisition, circulation, and maintenance (i.e. cataloging, inventory, interlibrary loan).
- Maintains open channels of communication throughout the district and community (i.e. technology and curriculum development committees, local public and academic libraries, the regional library cooperative, and other community organizations).
- Prepares schedules, with input from teachers and building administrators, for integrated information skills instruction.
- Trains and supervises library clerks, paraprofessionals, and adult and student volunteers.
- Evaluates the collection and weeds obsolete and worn materials.
- Fosters an atmosphere which encourages student and faculty use.

### **Instructional**

- Collaboratively plans and teaches instructional units with other teachers, incorporating the Core Curriculum Content, as well as the information literacy objectives.
- Helps students develop attitudes, habits, and skills leading to lifelong library use.
- Provides group and individual instruction in information skills, research strategies, and use of resources and equipment.
- Serves as a resource to administrators, teachers, students, and parents (i.e. offers faculty workshops, readership guidance, and bibliographies).
- Assumes a leadership role in promoting the principles of intellectual freedom by creating and sustaining an environment encouraging free inquiry and exposing students to a broad range of ideas.

### **Technology**

- Understands and implements the role of technology in instruction, student learning, and professional development.
- Instructs students to be discerning, responsible, and ethical users of information.
- Serves as a resource to administrators, teachers, students, and parents (i.e. investigates and evaluates products, services, and equipment; encourages use of telecommunications as a communication and resource tool; and facilitates the use of presentation tools in print, technology, and media).

### **Professionalism**

- Has a working knowledge of national and state legislation affecting the school library media program and applies this to library media center operations.
- Keeps educationally and professionally informed by participating in professional organizations, coursework, workshops, conferences, and by the reading of professional literature.
- Serves as a resource to administrators, teachers, students, and parents (i.e. provides information on issues regarding copyright and intellectual freedom, grant proposals, and professional development).