

GORHAM SCHOOL DEPARTMENT

TITLE: K-12 Media and Information Specialist

QUALIFICATIONS:

1. Valid Maine K-12 Library Media Specialist certification

REPORTS TO: Building Principal

JOB GOAL: To support, extend and individualize the school's curriculum by ensuring that all members of the school community have equitable access to all types of media.

RESPONSIBILITIES:

1. Manages the library facility, to include the building and maintaining of collections, the scheduling of use, and the running of all daily operation systems.
2. Collaborates in implementing the appropriate curriculum as outlined in local curriculum Documents, the Maine State Learning Results and the Common Core Standards for library use, research and technology.
3. Participates in appropriate school-wide professional development and outreach to ensure the integration of these services and resources in classroom instruction.
4. Oversees the technology lab and mobile units, to include scheduling, classroom curriculum interfacing, skills development, and supervision of education technicians.
5. Manages the upkeep of technology equipment.
6. Designs, implements, and communicates goals for the development of media and information services in the school and district.
7. Maintains an environment that promotes the love of reading, invites inquiry, and enables intellectual productivity.
8. Monitors the rights and responsibility of information consumers and users of technology.
9. Remains current on the latest library/media specialist best practices.

WORK YEAR: Teacher contract. Salary and benefits to be established by the School Committee.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Gorham School Committee's *Policy on Evaluation – Standards for Evaluation of Professional Staff*.

NOTE: The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

January 2012

