

# BUHLER USD 313 CERTIFIED STAFF JOB DESCRIPTION

**TITLE: LIBRARY MEDIA SPECIALIST**

REPORTS TO: Building Principal

SUPERVISES: Assigned students/staff members

EVALUATION: As per Negotiated Agreement

CLASSIFICATION: Exempt

JOB SUMMARY: To provide all students and teachers with an enriched library environment containing a wide variety of materials that will invite intellectual growth, and to aid all students in acquiring the skills needed to take full advantage of media center resources.

QUALIFICATIONS:

Masters degree in education with appropriate Kansas licensure.

CLASSIFICATION: Exempt

PERFORMANCE RESPONSIBILITIES:

1. Operates and supervises the media center to which assigned.
2. Maintains a comprehensive and efficient system for cataloging all media center materials and instructs students and teachers on use of the system.
3. Prepares and administers the Library Media Center budget.
4. Supervises media center staff in the performance of their duties.
5. Establishes and supervises the clerical routines necessary for the smooth operation of the media center.
6. Solicits input from faculty and students in the selection of Library Media Center resources.
7. Weeds obsolete and worn materials from the collections and selects appropriate replacements.
8. Evaluates, selects, and requisitions new media center materials.
9. Catalogs, classifies, and processes materials in a timely manner.
10. Provides culturally diverse resources for students and staff use.
11. Arranges for interlibrary loan of materials of interest or use for teachers and students.
12. Establishes, maintains, and promotes a Library Media Center environment that encourages participation and use of the Library Media Center by students and staff.
13. Arranges, and frequently changes, displays and exhibits of books and resource materials likely to be of interest to Library Media Center users.
14. Develop long range plans for the improvement of the library media center materials, equipment and facilities.
15. Assists teachers in the selection of books and other instructional materials available to supplement the instructional program.
16. Communicates with students and staff on a regular basis about Library Media Center resources, equipment and activities.
17. Provides materials and instruction in research skills and the effective use of library resources.
18. Works with teachers in planning assignment likely to lead to extended use of the media center facilities.
19. In partnership with the faculty, teaches information literacy skills or integrates these skills across the curriculum as outlined in the written library curriculum guide.
20. At the invitation of the teacher, presents and discusses material with classes studying a particular topic.
21. Promotes and maintains appropriate conduct of students using media center facilities.
22. Helps students develop skills in using reference materials and Library Media Center resources independently in planned assignments.
23. Assists all student populations and faculty with individual and classroom projects.
24. Counsels and provides guidance to students with special or unusual reading interests or problems.
25. Collaborates and participates in curriculum study and curriculum writing and technology teams to integrate media resources into the curriculum at building and district levels.

26. Keeps up-to-date with new technology, and is available to teach and assist students and teachers in the use of the technology.
27. Uses educational and informational technology to provide users access to external resources.
28. Demonstrates effective human relations and communication skills.
29. Complies with good safety practices.
30. Complies with all district rules, regulations, and policies.
31. Other duties as assigned.

PHYSICAL REQUIREMENTS / ENVIRONMENTAL CONDITIONS

1. Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-paced, high-intensive work environment.
2. Requires regular attendance and physical presence at the job.

APPROVED: 5/13/2013