

Lone Jack C-6 School District



Job Title: Library Media Specialist
Reports to: Building Level Principals
Type of Position: Contracted

Department: Faculty
Classification: Exempt
Length of Contract: 174 Elem / 184 Days HS

Summary

The job of a Library Media Specialist was established for the purpose/s of providing support to the instructional process by serving as a Library Media Specialist with specific responsibility for supervising students within the classroom, the library, and other assigned areas; developing lesson plans and delivering group and individual student instruction within established curriculum guidelines; collaborating with other teachers, other professional staff, and administrators in addressing instructional and/or classroom issues; and responding to a wide range of inquiries from students' parents or guardians regarding instructional program and student progress. Plans and established the library media program, goals, and outcomes in accordance with building curriculum and district and state guidelines.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Duties and Responsibilities

An individual who holds this position is required to:

- Foster an atmosphere that encourages student and staff library media center usage.
- Consult with students and staff regarding their needs and interests in relation to the selection, management, and utilization of materials and equipment.
- Collaborate with teachers in planning and teaching research/information literacy skills and online safety skills.
- Assist students and staff in the use of library media center materials, online resources, and technology.
- Provide library media center resources that will meet the informational, research, educational, and recreational needs of users.
- Provide for the organization, circulation, and maintenance of library media center resources and building technology resources.
- Maintain program records (schedules, budgets, purchases, patron accounts).
- Maintain an inventory of library materials and building technology.
- Analyze and adjust for curriculum changes and advances in technology to meet the instructional needs of students.
- Implement policies for effective use of technology through the organization of facilities and equipment.
- Facilitate the school technology committee and serve on district level technology committees as needed.

- Serve as a member of the building leadership committee.
- Supervises the overall operation of the elementary school library media center.
- Implements the library media curriculum.
- Coordinates library media center program to support educational goals of the school and district.
- Manages the library collection.
- Collaborates with colleagues on lessons and assessments that incorporate multiple literacies and fosters critical thinking.
- Helps patrons find resources to meet informational needs.
- Communicates with patrons using a variety of methods to inform of materials, equipment and services that meet informational needs.
- Takes a leadership role in promoting and demonstrating the use of new technologies and media with patrons.
- Supports colleagues and students with using and integrating a range of technologies and/or materials available through the media center.
- Creates and maintains a creative and dynamic space for learning.
- Plans and directs special projects involving literacy and library promotion.
- Prepares, justifies and administers library media center budget to support specific program goals.
- Commits to remaining current in professional practices and developments, education research and information technologies.
- Provide first-line, basic technology troubleshooting and testing tech support at the building level.
- Promote the district adopted policies and regulations dealing with access, confidentiality, copyright and selection.
- Assist in the selection, training, scheduling, supervising, and evaluating of building library media support personnel.
- Adhere to the district guidelines and procedures of cataloging and classifying all resources.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Attend faculty meetings and other appropriate staff and department meetings.
- Remain current on instructional practices in education. (e.g. instructional technology)

A valid Missouri teaching certificate and complete transcript(s) of college credit must be on file for each teacher before the beginning of each new school year. It is the duty of each teacher to possess a valid certificate that covers the academic year (the teaching assignment/s and all other areas listed on the certificate). The teacher must assure that all professional development requirements and other DESE requirements are met to keep certification current.

Qualifications

An individual who holds this position is required to hold/maintain:

- Education
 - A minimum of a Bachelors Degree with emphasis in academic field
- Certificates, Licenses, Registrations
 - Valid Missouri Teacher Certification and/or appropriate Missouri Certification for academic field.
- Experience
 - Graduate degree and experience, preferred.
- Clearance of District background check

The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Conditions and Environment

The work environment is consistent with a typical office environment. Rarely, an individual who holds this position must work outside in rain and snow, and temperatures above 100 degrees and below freezing.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Physical Demands

An individual who holds this position must frequently move in and around buildings and grounds to visit classrooms, attend meetings, and supervise students. They also may be required to sit for an hour or more at a time. This individual must be able to hear and engage in a conversation effectively in a noisy environment.

Attendance

Regular and consistent attendance is an essential function of this position.

Evaluation of Performance and Employment

The evaluation of performance will be conducted by the Building Principal based on locally developed standards, which align to the Missouri Educator Evaluation System, Teacher Standards. These locally developed standards are consistent with the items listed in the Essential Duties and Responsibilities section of this document. The teacher will be considered for employment at the regular March meeting of the Board of Education, as per the recommendation of the Building Principal. Employment of teachers shall be in accordance with the provisions of Missouri Law, Section 168.

As a political subdivision, employer, recipient of federal funds, and educational institution, the Board of Education is prohibited from, and hereby declares a policy against engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, sex, national origin, ancestry, disability, age, or use of leave protected by the Family and Medical Leave Act, in its programs, activities, and with regard to employment. The Board is an equal opportunity employer.