

## JOB DESCRIPTION

### TITLE

Library Media Specialist

### POSITION TYPE

Exempt

### PRIMARY FUNCTION

Provides for the delivery of media center services in the school setting.

### MINIMUM QUALIFICATIONS

- Bachelor's Degree and a Virginia teaching license with a library science endorsement.

### KNOWLEDGE, SKILLS AND ABILITIES

- Demonstrates professional and personal characteristics necessary for working effectively with all students, parents, school personnel, and other members of the community.
- Demonstrates strong organizational and management skills.
- Ability to prepare and disseminate written reports within required timelines; ability to quickly learn and apply new technology.
- Possesses sufficient strength, agility, dexterity and mobility to carry out all performance responsibilities; possesses the ability to monitor and ensure appropriate student behavior.

### REPORTS TO

School Principal

### PERFORMANCE RESPONSIBILITIES

- Orders, processes, maintains and circulates print and non-print media center materials; solicits input from faculty concerning the selection of new materials.
- Consults review recommendations and sources lists to insure effective curriculum development; solicits input from faculty concerning the selection of new materials.
- Makes available lists, reviews, and catalogs for teachers to use in selecting and requesting materials which support their curriculum.
- Plans collaboratively with classroom teacher so that media center skills are taught in conjunction with curriculum related activities; participates in the planning, development and implementation of curriculum programs.
- Prepares bibliographies and other materials on specific subjects for student and teacher use; publishes regularly, lists of new materials added to the media center collection.
- Conducts training activities in the use of the media center materials, equipment and technology for teachers, students and volunteer personnel.
- Maintains an inviting and pleasant environment that encourages maximum use of the media center by both students and faculty; provides media experiences designed to help students develop vocational and avocational interests.
- Organizes, distributes, and promotes the effective use of media center equipment; makes minor repairs to books and audio-visual materials and equipment; weeds the media center collection, discarding and replacing worn or outdated articles as needed; conducts an end-of-the-year inventory of library materials and school equipment.
- Maintains accurate, complete records and reports as required by law, district policy and

administrative regulation.

- Serves on the division’s Technology Committee to help promote the integration of technology tools in classroom lessons.
- Works cooperatively and collaboratively with colleagues, support staff, and administration.
- Actively participates in professional growth activities and demonstrates professionalism.
- Contributes to the total school program by serving on governance teams, committees and task forces in the school and division such as: *student assessment teams; Child Study; Eligibility; IEP; and other professional Committees.*
- Contributes to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur.
- Performs other related duties as assigned.

**TERMS OF EMPLOYMENT**

10 months/ 200 days a year. Salary according to School Board Pay Plan.

**EVALUATION**

Performance of this job will be evaluated in accordance with school board policy and administrative regulations regarding the evaluation of licensed personnel.

**APPROVED BY SUPERINTENDENT**

5/17/16 May Updated 7/15/19

**JOB DESCRIPTION PREPARED BY**

Director of Human Resources

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job. Duties, responsibilities and activities may change at any time with or without notice.

The employee signature below constitutes the employee's understanding of the requirements, essential functions and duties of the position and has agreed that they are capable of and willing to perform in a reasonable manner the activities involved in the job and role for which they have offered.

Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

The Charles City County School Board (“School Board”) is an equal opportunity employer, committed to nondiscrimination in recruitment, selection, hiring, pay, promotion, retention or other personnel actions affecting employees or candidates for employment. Therefore, discrimination in employment against any person on the basis of race, color, religion, national origin, ancestry, political affiliation, sex, gender, gender identity, age, marital status, genetic information or disability is prohibited. Personnel decisions are based on merit and the ability to perform the essential functions of the job with or without reasonable accommodation.

***The Charles City County Public Schools reserves the right to update, revise or change this position description and related duties at any time***