

WINSLOW UNIFIED SCHOOL DISTRICT NO. 1 – POSITION DESCRIPTION

TITLE: LIBRARY/MEDIA SPECIALIST

EMPLOYEE CLASSIFICATION: Exempt, Certified

MINIMUM QUALIFICATIONS:

- Bachelor's degree in education from regionally accredited college or university
- Valid certification as a librarian
- Must be knowledgeable or willing to gain expertise in operating the District's library software system

OVERVIEW OF JOB DESCRIPTION: The library/media specialist is responsible for the operation of the library/media center; is a library advocate and have a positive attitude toward the library/media program, providing each student with an enriched environment containing a wide variety and range of materials.

PERFORMANCE RESPONSIBILITIES:

1. Follows local, state and federal law and adheres to State Department of Education and local school board policy.
2. Serves as a resource person for the staff and students.
3. Instructs individuals and groups in the use of the media center and its resources.
4. Administers the library budget in a manner to provide a balanced collection of print and non-print materials of adequate quality and quantity to meet the varied needs of the children in all areas of the school program.
5. Maintains and upgrades as necessary the library's computerized tracking system.
6. Supervises data entry for the library's computerized tracking system.
7. Performs a yearly inventory of materials and equipment.
8. Selects materials in a variety of formats to supplement the curriculum and meet individual interests and needs.
9. Prepares and submits orders, and reports as required in accordance with district procedures.
10. Recommends purchase of media equipment.
11. Organizes materials according to standard established criteria to be readily assessable for use.
12. Coordinates library instruction with school curriculum.
13. Trains and supervises students and volunteers to assist in the operation of the library media center.
14. Maintains the library/media center in a safe, attractive, and functional manner.
15. Maintains professional competence through in-service, educational activities or in self-selected professional growth activities.
16. Performs other job relevant tasks as assigned.

REPORTS TO: Principal

TERMS OF EMPLOYMENT: Work year to be established by the Board. Salary is determined by individual training and experience level on approved salary schedule.

EVALUATION: Performance of this position will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

ADA ACCOMMODATIONS: Decisions regarding appropriate and reasonable accommodation(s) will be based upon the merits of each situation. The principal criteria will be that of effectiveness and safety.