



PHILADELPHIA PUBLIC SCHOOL DISTRICT

Job Description



TITLE: Library/Media Specialist

Board Approved: <date> 2015

EDUCATION QUALIFICATIONS AND PREREQUISITES

1. Educator License issued by the Mississippi Department of Education in Library/Media Services
2. Such other qualifications as may be set by the Board of Trustees

SUPERVISES

N/A

REPORTS TO

Building Principal

JOB GOAL

To serve as an information specialist and curriculum partner; to prepare students and teachers to use the vast technological resources available to the 21st Century Learner; to preserve traditional programs that encourage a love of reading; to provide a wide range of books and multimedia resources to support teaching and learning

To support the *Mission and Beliefs* of the District when carrying out duties and responsibilities as assigned

TYPICAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT NOT LIMITED TO:

LIBRARY/MEDIA SERVICES

1. Provide a welcoming and respectful climate in the school library
2. Maintain a working library advisory committee
3. Develop an ongoing advocacy program for the library
4. Collaborate with administrators, teachers, and students to develop a vision and mission, including long-term and short-term goals to assist in reaching the vision and mission
5. Maintain a calendar of events for the library
6. Develop a scheduling policy that provides open and flexible access for all students, teachers, and other staff
7. Maintain a schedule of appointments for library usage
8. Provide orientation and instruction for students, faculty and administrators in the use of the library's materials and equipment
9. Collaborate with teachers to plan and implement instructional units integrating the resources of the library with classroom curriculum
10. Provide instruction and resources to reach diverse student needs
11. Ensure students have access to the library for class-related research, individual research, independent reading and personal inquiry
12. Utilize results from a needs assessment to determine areas of students' reading interests and provide guidance in the selection of appropriate materials
13. Utilize local, state, federal and national assessment results as part of the library needs assessment
14. Develop and implement reading initiatives to motivate and engage each student in independent reading
15. Stay current on the latest technologies and their use for teaching and learning
16. Collaborate with teachers to integrate inquiry, 21st Century Learning Standards, and technology skills into the school curriculum
17. Collaborate with the technology coordinator to implement the technology plan for the school

18. Maintain computers, Internet access and other technology peripherals
19. Implement the use of technology in the school library program management and instruction
20. Provide access to a balanced up-to-date collection of both print, non-print, and digital format materials, including technology that meets the needs of students and teachers
21. Communicate regularly with administrators, teachers, students, and parents about library resources and programs; communications should be in various forms, such as staff meetings, newsletters, displays, or a webpage
22. Participate in school curriculum planning meetings
23. Develop budget priorities based on assessment of needs, status of library collection, technology needed, library plan for improvement, input from the library advisory committee, and industry trends
24. Maintain accurate financial records
25. Maintain an accurate catalog of resources in the library
26. Maintain an organized library collection
27. Develop and update a policy and procedure manual for the library, including a selection policy
28. Arrange, as needed, the library to meet the needs of those using the library, such as large groups, small groups and individuals
29. Organize and conduct professional development sessions
30. Promote library usage
31. Work collaboratively with parent organizations and community partners in planning and implementing special projects and seeking outside funding
32. Provide access to professional materials/information for faculty and staff

COMMUNICATION

1. Relate to parents and other community members, individual and corporate, in a positive and helpful fashion
2. Write, speak, and present in a clear, concise, and well planned manner

PROFESSIONAL DEVELOPMENT

1. Participate in self-initiated and school/district-initiated professional growth in order to maintain licensure and support school improvement efforts
2. Reflect on library/media practices and devise methods of program improvement
3. Keep informed of developments within the profession, such as outstanding print/non-print materials and current trends in library programs

POLICIES AND PROCEDURES

1. Adhere to policies and procedures established by district, state and federal guidelines
2. Submit required reports efficiently, promptly, and accurately

OTHER DUTIES

1. Accept the responsibility of co-curricular and extra-curricular duties as assigned by the administration
2. Participate in departmental/grade-level teams, school-level teams, and district-level committees as requested
3. Attend school-related functions (e.g. PTA) outside the instructional day
4. Perform other duties as assigned

TERMS OF EMPLOYMENT

187 days annually with salary in accordance with the certified teacher salary schedule as approved by the Board of Trustees

EVALUATION

Performance of this position will be evaluated annually in accordance with the provisions of Board Policy.