**Media Specialist**

Reports to – Principal

Provides a well-balanced media center, containing materials in all formats, equipment, and a program of services, which enhances and supports the school's educational goals and objectives by providing access to information and ideas for students, faculty and staff, under the supervision of the Principal.

**PERFORMANCE RESPONSIBILITIES**

1. Organizes and administers the library media center's program of services to students and teachers, to support the curriculum and to further the goals of the school.
2. Conducts an annual needs assessment and evaluation of the library media program through surveys, etc.; maintains a balanced, relevant library media collection, discarding worn and obsolete materials and equipment as necessary; selects and orders library materials in all formats (i.e. book, periodical, audiovisual, electronic, etc.) using professional selection methods and in cooperation with teachers.
3. Establishes efficient routines and procedures for the circulation, utilization and maintenance of the library medial and equipment.
4. Plans the budgeting and expenditure of funds allotted to the library program to reflect the requirements of the curriculum, subject to the Principal's approval.
5. Provides instruction to foster competence and stimulate interest in reading, viewing and using information and ideas in a wide variety of formats.
6. Assists, instructs and encourages teachers in using library materials and equipment, as needed or requested; cooperates with and assists teachers in planning instruction that will utilize library resources.
7. Schedules, trains and supervises the library media staff (clerks, parent and student volunteers).
8. Participates in faculty and librarians' meetings and in library and educational professional meetings and conferences to increase library expertise.
9. Collect AUPs and enters data into Infinite Campus
10. Informs teachers and other staff members concerning new materials the library acquires.
11. Arranges interlibrary loan of materials of interest or use to teachers.
12. Schedules the library for special use by classes as needed.
13. Provides leadership and direction to assigned school as they implement instructional technology plans, particularly as they relate to library and information services.
14. Maintains knowledge of current statutes, policies, guidelines, regulations, trends and research that affect the instructional program and assist assigned school in remaining current on such information related to school library media services.
15. Stays abreast of technological advancements by attending seminars, workshops, etc., for up-to-date training.
16. Assists staff with the integration of technology in all content areas as outlined in the district technology plan.
17. Assist staff and students with online learning programs that are utilized in the school.
18. Have a working knowledge of classroom equipment (ie…projectors, smartboards, devices) and provide support to staff with these devices to ensure continuity of instruction.
19. Performs other duties as assigned by the Principal.

**PHYSICAL DEMANDS**

The work is performed while standing or walking. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, climbing, reaching, with the ability to lift, carry, push or pull light weights.

**MINIMUM QUALIFICATIONS**

1. Kentucky Certification as Librarian for appropriate grade levels

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: January 25, 2010

Board Chairperson Revised: May 22, 2018

Reviewed and agreed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee