

Library Media Specialist Job Description

Qualifications

- Valid Type 03 or 10 Illinois Teaching Certificate (required)
- Library Information Specialist Endorsement (preferred)
- *American Library Association* or *National Council for the Accreditation of Teacher Education* accredited Masters in Library Science (preferred)

Mission Statement

To ensure that students are effective users of information and ideas by providing intellectual and physical access to materials in all formats, and by providing instruction to foster competence and stimulate interest in reading, viewing, and using information and ideas.

General Responsibilities

A. Teaching and Learning

1. Performs the duties of information specialist, teacher, and instructional consultant in learning resources and strategies; information location, evaluation and use; and design of instruction.
2. Utilizes current research and methods in areas of teaching, learning, reading, technology, and library and information literacy.
3. Collaborates with other teachers to integrate research, information retrieval skills, and literature appreciation into the curriculum.
4. Collaborates with other teachers in developing activities which stress interdisciplinary strategies.
5. Supports other teachers and students in using information resources and incorporating information skills into the classroom curriculum.
6. Uses a variety of materials and activities to stimulate and maximize learning to help students achieve educational and personal goals.
7. Maintains an attractive and inviting physical environment which allows for optimal learning experiences.

B. Information Access

1. Selects and recommends materials and instructional technology which support the educational philosophy and curriculum within District 105.
2. Creates and maintains a collection development process which includes such aspects as maintaining accurate and current catalogs and records, weeding, and performing inventories.
3. Provides access to materials and information for students and staff by adhering to established policies, laws (including copyright laws), principles of intellectual freedom, and ethical behavior.

C. Program Administration

1. Collaborates to create short and long-range goals at a district and school level which guide the development of the library media program.
2. Promotes the library media program, services, and its materials by maintaining a positive relationship with students, staff, and community.
3. Develops and implements policies and procedures of flexible access for staff and students.
4. Works as a liaison between administration, technology department, and staff to implement a technologically advanced facility and program.
5. Researches and evaluates library media program, services, facilities, and materials to ensure optimum use. Makes appropriate recommendations to district administration.
6. Prepares and oversees a library media program budget which reflects the needs of the entire school community. Seeks library funding opportunities such as state and federal grants.
7. Selects, trains, and supervises library assistant and volunteers to perform duties efficiently.
8. Maintains and enhances professional knowledge of information science by participating in professional organizations and activities which relate to library media programs.
9. Collaborates to develop, administer, and analyze district technology assessments to drive technology instruction.

D. Technology Support

1. Performs first-level building troubleshooting of hardware and software applications.
2. Coordinates and participates in staff trainings for current and new technologies at the building level.
3. Maintains and updates various databases and software applications.