

Jordan School District
LICENSED JOB DESCRIPTION

Job Title: **Area Library Media Specialist**

Department / Location: Instructional Support Services FLSA Classification: Exempt

Supervisors Title: Specialist for Instructional Support Services Contract: 204 days

Department Approval: [Signature] Date: 6-1-10

ADA Review: [Signature] Date: 6/1/2010

Human Resources Approval: [Signature] Date: 6-1-10

Superintendent Approval: [Signature] Date: 6/2/10

Original date: 03/92 Revised: 04/95 Revised: 06/10 Revised: _____

GENERAL FUNCTION

The Area (elementary) Library Media Specialist, working under the direction of Instructional Support Services and the school principal, provides technical assistance for the library media program in each assigned school and provides support for the library media assistants.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

ESSENTIAL FUNCTIONS

Under the direction of the local school principal, the Area Library Media Specialist:

- Plans, establishes, evaluates, and maintains the policies, procedures and expenditures necessary for the operation of the school library media program in assigned elementary schools.
- Selects, evaluates and purchases appropriate materials which support and enrich the learning experience. Manages the library media program budget for assigned schools.
- Provides inservice training for the library media assistants in daily operation of the media center, new technologies, the use and production of instructional materials, and other skills and assignments as needed. Also trains assistants in presenting basic instruction in library science skills to students under the direction of the principal and teacher.
- Conducts inservice for teachers as requested to assist them in correlating information and research skills with classroom instruction and in information access, evaluation and search strategies appropriate to electronic and traditional library media sources as an integral part of the content and objectives of the Utah State Core Curriculum.
- Conducts inservice for elementary library media assistants to prepare them to present basic instruction in library science skills to students under the direction of the principal and a classroom teacher.
- Evaluates and selects all types of materials for the library media program which reflects the curriculum needs of the school and the interests and needs of the students.
- Makes information resources available through a systematically developed collection within the school, and through access to resources outside the school.
- Provides an accurate and efficient retrieval system.
- Maintains and coordinates accurate inventories of books and audiovisual materials.
- Functions as a liaison between Information Systems and the principal concerning computer operations for the library media program.
- Maintains open communication and works effectively with administration and staff.
- Assists principals and teachers in selecting, acquiring and using instructional materials for the development and support of the curriculum.
- Advises on laws and policies regarding copyright.

NON-ESSENTIAL FUNCTIONS

- Remains current in knowledge of trends and developments in media education, including programs, curriculum, and instruction.

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal background check.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Minimum Job Qualifications:

- Requires a Bachelor's Degree from an accredited college or university.
- Requires a valid Professional Educator License for the State of Utah and requires a Library Media Certificate. Requires a minimum of three years successful teaching experience.
- Master's degree in related field preferred.
- Requires strong oral and written communication skills with students, parents, and staff.
- Experience with Destiny Library Management System preferred.
- Requires strong computer and educational technological skills.
- Requires effective problem solving, organizational, multi-tasking, and time management skills.
- Requires the ability to establish and maintain a positive learning environment.
- Requires the ability to establish and maintain effective working relationships with pupils, parents, school staff, district staff, and patrons.
- Requires the ability to work as a member of a team as well as the ability to work independently with little direct supervision.
- Knowledge of State Core Curriculum and Board of Education adopted guidelines.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

Machines, Tools & Equipment Used:

- Standard office equipment, educational technology, computer, standard machines used in teacher work room.

Physical Requirements – Not limited to the following:

- While performing the duties of this job, the specialist is regularly required to speak and/or hear. The employee is frequently required to stand; walk; reach with hands and arms and stoop, kneel, or crouch. Is occasionally required to use hands to handle or feel and must occasionally climb or balance.
- The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

NOTE: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.