

Jordan School District
LICENSED JOB DESCRIPTION

Job Title: **Library Media Specialist - Elementary Licensed (469)**

Department / Location: Instructional Support Services FLSA Classification: Exempt

Supervisor's Title: Consultant/Principal Contract: 207 Days

Original date: 03/92 Revised: 04/95 Revised: 06/10 Revised: 09/19

GENERAL FUNCTION

The 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

- Plan, establish, evaluate and maintain the policies, procedures and expenditures necessary for the operation of the school library media program in assigned elementary schools.
- Select, evaluate and purchase appropriate materials which support and enrich the learning experience. Manage the library media program budget for assigned schools.
- Provide in-service for elementary 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. Train assistants in presenting basic instruction in library science skills to students under the direction of the principal and teacher.
- Conduct in-service 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.
- Evaluate and select all types of materials for the library media program that reflects the curriculum needs of the school and the interests and needs of the students. Maintain accurate inventories of books, audiovisual and electronic materials.
- Assist principals and teachers in selecting, acquiring and using instructional materials for the development and support of the curriculum.
- Make information resources available through a systematically developed collection within the school and through access to resources outside the school.
- Travel throughout the District to assigned schools using own transportation.
- Provide an accurate and efficient retrieval system.
- Function as a liaison between Information Systems and the principal concerning computer operations for the library media program.
- Maintain open communication and work effectively with administration and staff.
- Advise on laws and policies regarding copyright.
- Participate in appropriate educator evaluation procedures as per State and District guidelines in accordance with DP311-Evaluation of Licensed Personnel.
- Maintain professional competence through in-service education activities required by the District and State, as well as self-selected professional growth activities.
- Demonstrate professional ethics as outlined by the Utah Professional Practices Advisory Commission. Represent the District in a professional, ethical and positive manner.
- Attend and participate in faculty/department meetings as required.
- Follow District procurement guidelines with administrative approval.
- Create a clean and organized environment that is conducive to student learning.
- Is responsible for understanding and adhering to all District policies and complete the annual crucial policy review.
- Maintain records and required information in a secure location. Maintain confidentiality of all student information.
- Adhere to contract time. Requires daily attendance at assigned work location.

- Other duties and responsibilities as assigned by the principal/administrator.

- 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

- Requires compliance with USBE state license requirements.
- Knowledge of State Core Curriculum and Board of Education adopted guidelines.
- Experience with Destiny Library Management System preferred.
- Ability to establish and maintain effective working relationships with students, parents and school/District staff.
- Requires a valid driver's license that allows incumbent to legally operate a motor vehicle in Utah. Must be able to provide own transportation.
- Requires strong communication skills (oral and written) and the ability to work as a member of a team as well as the ability to work independently with little direct supervision.
- Requires strong computer and educational technology skills.
- 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 students, parents, school staff, district staff, and patrons.
- Fulfill the employee immunization requirements or complete the applicable health department exemption form if required.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above 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.

Machines, Tools & Equipment Used:

- Standard office equipment, educational technology, computers, standard machines used in a teacher workroom.

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.

- Occasional (0-33%) Frequent (34-66%) Constant (66-100%)
- 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.*