

Jordan School District
LICENSED JOB DESCRIPTION

Job Title: **Library Media Specialist - Secondary Licensed (470)**

Department / Location: Schools

FLSA Classification: Exempt

Supervisor's Title: Principal

Contract: 187 Days

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

GENERAL FUNCTION

Library Media Specialists are educators with the expertise to develop, implement and evaluate an effective library media program that supports the school curriculum. The mission of the secondary library media program is to ensure all students and staff are effective users of ideas and information. Library media specialists carry out the mission of the program and perform overlapping roles: media manager, teacher, information specialist and instructional/curriculum consultant.

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

ESSENTIAL FUNCTIONS

- Work with classroom teachers to design learning strategies that meet the needs of individual students. Provide instruction to foster competence and stimulate interest in reading, viewing and using information and ideas.
- Plan jointly with teachers to aid them in teaching their curriculum and ensuring that information and research skills are correlated with classroom instruction.
- Provide intellectual and physical access to library media materials in all formats. Organize the library materials for ease of use. Assist teachers and students in accessing books and online materials to meet their information needs.
- Create a welcoming, collaborative learning environment that is conducive to learning and assures equal access and services for all patrons. Promote reading and encourage lifelong learning.
- Teach students 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, including the selection of appropriate technology tools.
- Teach students and staff about copyright rules and the ethical use of information.
- Communicate library media goals, programs and services to the school and community.
- Coordinate the use of the media center to maximize utilization of the facility and its resources.
- Select, evaluate and purchase books and online information sources that support the curriculum needs and leisure interests. Follow District procurement guidelines with administrative approval.
- Assess the effectiveness and relevance of the library media program.
- Plan, establish and maintain the policies, procedures and expenditures necessary for the operation of the library media program.
- Train and supervise all library personnel.
- Provide learning opportunities related to new technologies and the use and production of a variety of instructional materials.
- Model the use of databases and websites as research tools.
- Assist in monitoring and assessing program effectiveness.
- 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.
- Understand and adhere 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.

- 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

- 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 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 school media specialist is constantly required to sit, speak and/or hear. The employee is frequently required to stand; walk; reach with hands and arms and stoop, kneel, or crouch. The media specialist is required to use hands to handle or feel and must occasionally climb or balance.
- The employee must frequently lift and/or move up to 10 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.*